ITS Mississippi Department of
Information Technology Services

Sole Source Certification Request

Project Title:	

Contact Information

Agency/Institution:		**Contact Person:**	
Mailing Address:		**Phone Number:**	
		Email Address:	
MAGIC Customer # (only required from state agencies):		**Division/Dept:**	

Project Summary

Description of Project: (Include details of original acquisition if applicable)	
ITS Acquisition Approval (CP-1) should be effective through this date:	

Cost Estimates (Maximum allowed duration is 3 years per request/project)

Fiscal Year	Initial Costs	Ongoing Costs	Time Constraints		Estimate the Anticipated Lifecycle or Years of Product/System's Effective Use:
FY			Item Needed by:		
FY			Funds Expire:		
FY			Other Important Deadline(s): (e.g. current contract/CP-1 expiration dates)		
Total Estimated Project Cost:					

Funding Source: Click Here to Select

Discuss Funding: (e.g. fund number; how much of needed funding is definite; total project budget; any matching or other non-state funds)	

Acquisition Details

Item or Part Number	Quantity	Description	Building Location(s)

Describe Platform and Infrastructure: Where does your agency plan to house or host the requested equipment or service? What resources currently available through ITS are needed (network connectivity, cloud computing/storage, colocation, business resiliency, etc.)? *NOTE: For equipment or services outside of current ITS available contracts and resources, justification must be attached.*

Sole Source Certification - Certification must be renewed for each revision or continuation of previous Sole Source Approvals.

Explain why these products or services are the only ones that can meet your needs: (Include specific functionality or special features that make this product or service unique)	
Specific business requirements to be met by the products/services: (e.g. intended use, how it helps accomplish a task, etc.)	
Explain why this is the only entity that can provide the products/services: (Include other products/vendors researched or evaluated)	

If for services or installations (not a product) the following two questions must be addressed.

Explain below why the amount to be expended is reasonable:	Explain below what was done to obtain the best possible price:

Vendor's proposal attached:	☐ Yes ☐ No (select only one)	Vendor's Certification of Sole Source attached:	☐ Yes ☐ No

MAGIC Vendor Code(s) - Vendor must be in MAGIC before a CP-1 can be issued.

Place Order To Vendor Code:	**Vendor Name:**		Remit To Vendor Code:	**Vendor Name:**	
	Vendor Address:			**Vendor Address:**	

By my signature, I certify that, to the best of my professional knowledge: the requested product or services are a sole source as outlined in the ITS Procurement Handbook, Rule 207.2:013-030 Procurement Types: Sole Source, and as outlined in Mississippi Code annotated Section 31-7-13.

Name and Title (Agency Head/Public Institution CIO/Designee)	Signature	Date