



Please complete every field in this form, ensuring all instructions in red and brackets are removed before submission. This form is to be used by institutions to justify purchases of \$100,000 or more from a single supplier due to the supplier's unique offerings. Note that the institution must still advertise for public notice for two weeks.

Single Source Approval Instructions

Background

Completing a single-source request through an e-procurement system is crucial for ensuring streamlined and efficient procurement processes. The e-procurement system's sourcing feature allows for centralized management of vendor information, automated compliance checks, and real-time tracking of request statuses. This not only reduces manual errors and administrative overhead but also enhances transparency and accountability within the procurement process. By leveraging the e-procurement system's capabilities, Minnesota State can achieve significant time and cost savings, improve supplier relationships, and ensure that procurement activities align with organizational policies and regulations.

Public Notice

1. Enter a Public Notice into Marketplace (refer to: [Single Source Exception to Board Policy](#)).
 - a. [Create a new Sourcing Event](#)
 - i. Event Type: Single Source
 - ii. Complete the public notice information, ensuring all fields are accurately filled, including inviting the vendor.
 - b. Complete [Single Source Form](#) and attach it to your Sourcing Event by navigating to Tools > Internal Notes.
 - c. Review and submit your sourcing event.
2. Submit Single Source Request Event
 - a. Submitting the event initiates the approval workflow.
 - b. Monitor the Marketplace for status.

Approval Workflow

1. If the single source is **approved**.

- a. The public notice will be live for two weeks. The workflow will notify the vendor or supplier of the posting, giving them the opportunity to bid on this event within Marketplace.
 - i. If a competing response is received (e.g., another supplier claims to provide the same products and or services), institutions must amend the sourcing event to clarify specifications. If clarification is not possible, an RFX must be created.
 - b. Publish the sourcing event; the company must respond that they affirm they are the company with single source status; then the event gets closed and proceed to complete a contract.
2. If the single source is **rejected**.
- a. Work with the individual who rejected to understand the reason.
 - b. Check the internal notes for additional information or questions. If the ultimate decision is to deny the single source request, then an official sourcing event must occur.

Award Sourcing Event

1. Award the sourcing event for the intended vendor or supplier. ([3. Onboard Sourcing Training - Awarding.pptx](#))
2. Ensure the sourcing event is linked to the contract in Marketplace.

Questions?

- Work with your Business Office
- Submit a [Service Request](#)

Resources

- [Single Source Form](#)
- [Single Source process on Connect](#)

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