

The University of Mississippi

BID REQUIREMENT – EXCEPTIONS

Summary/Purpose: To provide for the purchase of commodities, equipment and certain services that are exempt from normal bid requirements.

When submitting Purchase Requisitions for ordering commodities and/or equipment that are covered by mandatory or negotiated state contracts, or for items classified as “only source” or for “research” and for reoccurring services considered as a collective bargaining agreement, then Section 31-7-13 Mississippi Code of 1972 annotated must be followed.

- Commodities and equipment on mandatory state contract must be ordered from the contract source (vendor) unless special approval is granted by the state. Commodities and equipment on negotiated state contract should be ordered from one of the contract sources (vendors) or the purchase must follow Section 31-7-13 in obtaining quotes or bids that do not exceed state contract pricing.
- Purchases of commodities, equipment and certain services that are truly “only source” items can only be ordered once the procuring department follows the sole source certification process consisting of: checking the “Sole Source” box on the requisition in SAP, submitting the online “IT Sole Source Form” or the “Non-IT Sole Source Form”, advertising for objections, and receiving approval granted by the state.
- Purchases of single source commodities, equipment and certain services that are truly in support of ongoing “research” can only be ordered once the procuring department follows the sole source certification process consisting of: checking the “Sole Source” box on the requisition in SAP, submitting the online “IT Sole Source Form” or the “Non-IT Sole Source Form”, advertising for objections, and receiving approval granted by the state.
- Items and one time services not covered by state contract, but less than \$5,000.00 excluding freight, do not require a special exception form.

Purchase requisitions will be evaluated by Procurement Services as to completeness and compliance with state law and university policy regarding the ordering of commodities and equipment on state contract, and certain services, as only source items and as research only items.