

Title:		Contents:	M-1900
ITEMS EXEMPT FROM SOLE SOURCE DOCUMENTATION		Submitted By:	Purchasing Division
		Approved By:	Purchasing Agent
Effective Date:	12-10-01	Supersedes No.:	Page No. 1 of 1

Policy

Orders for mandated fees, permits, licenses, accreditations, or for monopoly subscriptions, memberships, books or pamphlets may be processed without the use of sole source documentation and/or negotiated transactions.

Bidding

When the items are available from more than one source, the requirements shall be bid in order to obtain the best prices, e.g. books and magazine subscriptions are often available from multiple sources.

Sole Sources

Mandated fees, permits, licenses, accreditations and memberships are sole sources, and are acceptable for purchase.

Subscriptions

Subscriptions may apply to magazine and similar type subscriptions. It also applies to electronic subscriptions such as TRW credit reporting services, Lexus Nexus law subscription services, etc.