Agency:

Agency Contact Name:

Agency Contact Phone Number:

Agency Contact Email Address:

Contractor Name:

Contractor Address:

Principal Owners with greater than 5% interest in the Company:

Service Type:

Date of expected Contract award:

Length of initial Contract:

Number of Renewals:

Total value of Contract including renewals:

RFIN (Sole Source Notification) number:

Is the Contractor registered with the Mississippi Secretary of State?

Yes No

Is this service mandated by a valid binding court order?

Yes No

Description and Scope of Service:

What efforts were made to determine that the proposed provider is the only entity that can provide

 the service needed?

What efforts were made to ensure the best possible price for the services was obtained?

Why is the service the only one that can meet the needs of the agency?

Why is the source the only person or entity that can provide the required service?

Why is the amount to be expended for the service reasonable?

What, if any, market analysis was conducted to determine that the service to be provided is practicably available from only one source?

**Instructions for filing objections:**

**If any person or entity objects and proposes that the personal or professional service published is not a sole-source service and that the service can be provided by another person or entity, please notify the contact person above in writing with a detailed explanation of why the personal or professional service is not a sole-source service and provide documentation to support your claim. The objection letter must be in writing, include the information requested, and be submitted to the contact person above within seven (7) consecutive days from the date published.**