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.

- State contract commodities and equipment must be ordered from the contract source (vendor) unless special approval is granted by the state.
- Purchases of commodities, equipment and certain services that are truly “only source” items can only be ordered once the procuring department submits a written “special exceptions” form, and approval is granted by the state.
- Purchases of commodities, equipment and certain services that are truly in support of on going “research” can only be ordered once the procuring department submits a written “special exceptions” form, and approval is 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.

This policy does not apply to items that are under the control and jurisdiction of the state Department of Information Technology (computers, network hubs, routers, telecommunications, etc.)