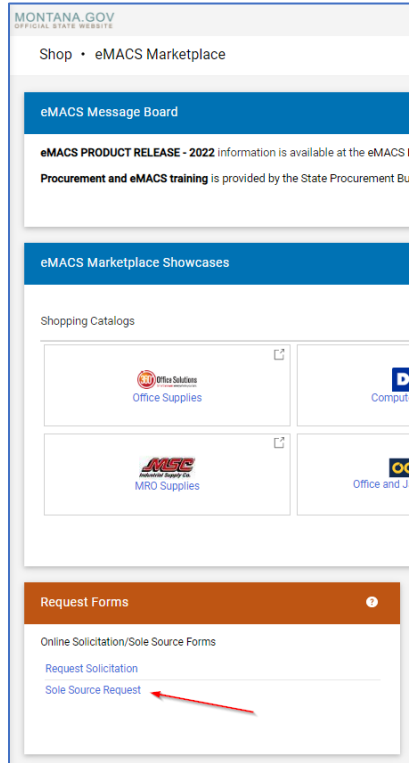


## Creating and Submitting a Sole Source Request Form in eMACS

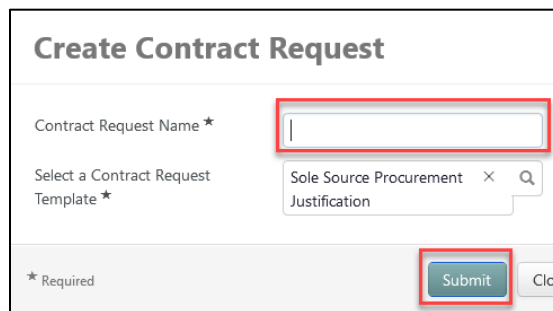
The State Procurement Bureau has a new Sole Source Request form separate from the online requisition form. The new form will aid in reporting requirements and allow the creation of a contract record from an approved sole source.

Ensure that you have a **Requisitioner** role, it is required for users to submit sourcing event requests.

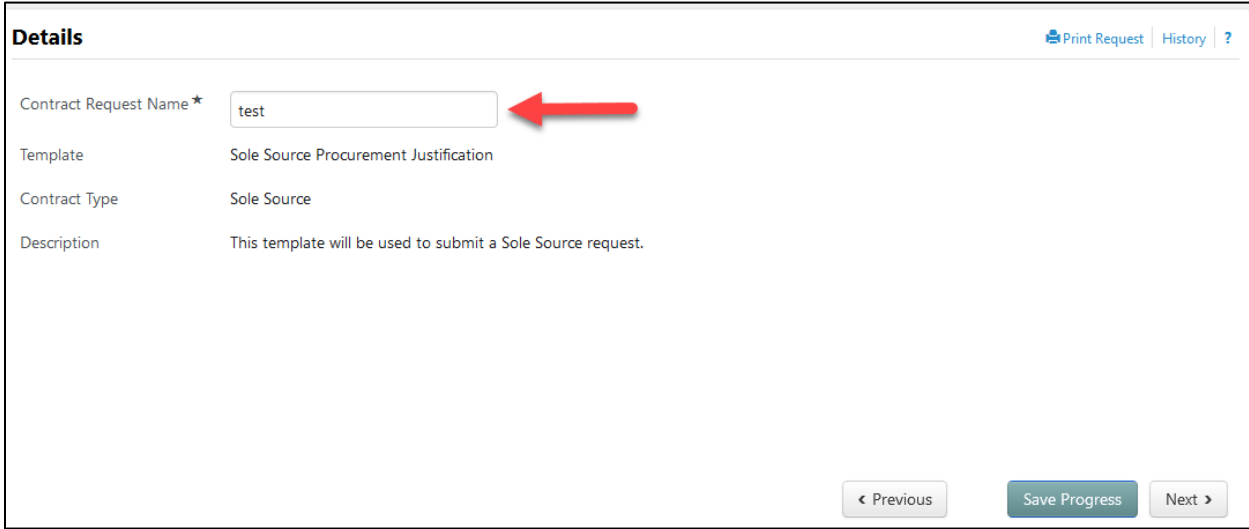
1. Access the Sole Source Request Form in eMACS by:
  - a. First, navigate to the Sole Source Request on the eMACS home page.



2. Enter a Contract Request Name (name of Sole Source. The Contract Request Template field will auto-populate. Once populated click Submit.

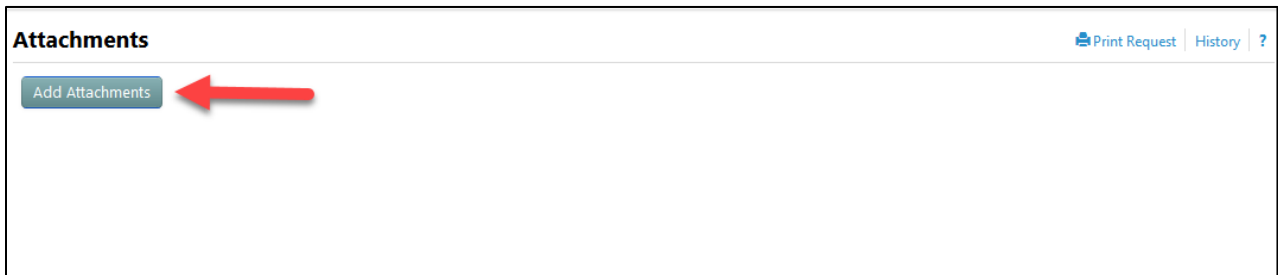


3. Review the Instructions section. Any updates to the form will be posted in this section. Once you've reviewed the information, click Next.
4. In the Details section, edit the Contract Request Name if needed:

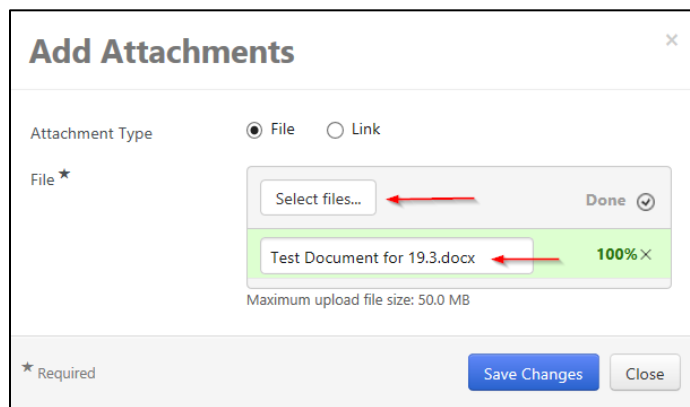


5. Select Add Attachment, if necessary.

Examples of attachments may include additional document files to justify the sole source request.



- a. If adding an attachment, select Add Attachment and a new window will appear,
- b. Next click Select files.
- c. After adding the designated file, click Save Changes.



- d. After attachments have been added, either click Next to move to the next step.



Attachment	Size	Actions
Selected File	946 KB	Actions

6. The next step is the questions section.

**NOTE:** The questions section may require more characters than what is allowed. If that is the case, you may add additional documents under the Attachment section.

After completing the Questions section, click Save Progress, then Previous or Next to move forward.

In the Review and Complete section, all required fields must be completed before selecting Complete Request.

Section	Progress
Instructions	✔ No Required fields
Details	✔ No Required fields
Attachments	✔ No Required fields
Questions	✔ Required fields complete

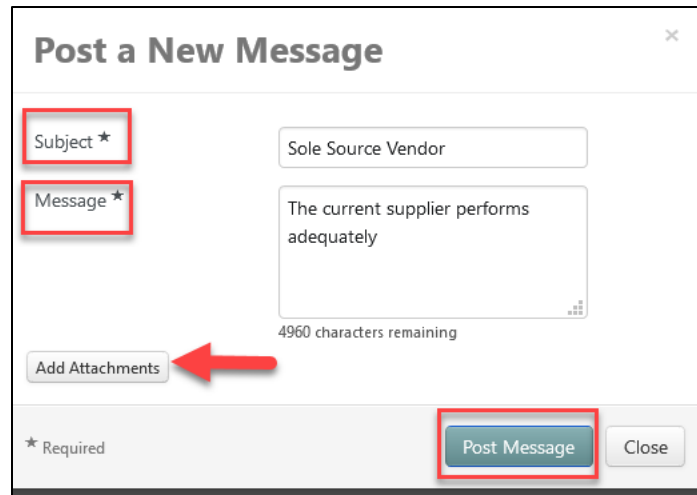
### Additional Information

A. The **Discussion** section is optional.

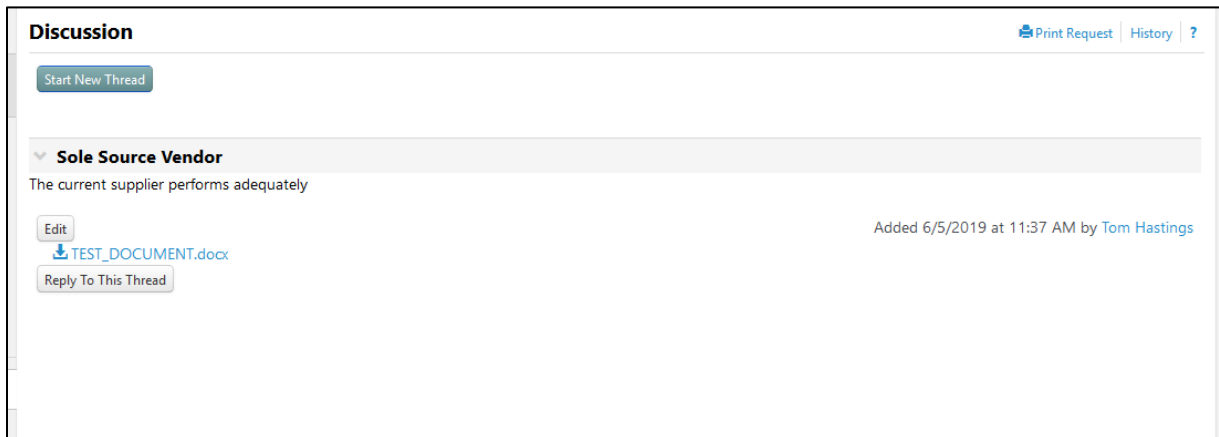
- This section can be used to start a communication thread regarding information about the Sole Source Request. This section can be used to store information that only the creator of the form can see. The workflow approver can use this section to send a communication to the creator of the form, while the form is in workflow.
- To start a communication thread, click Start New Thread.



- Enter information in the required fields, add any attachments if necessary, then select Post Message.



- The information entered is stored in this Discussion section



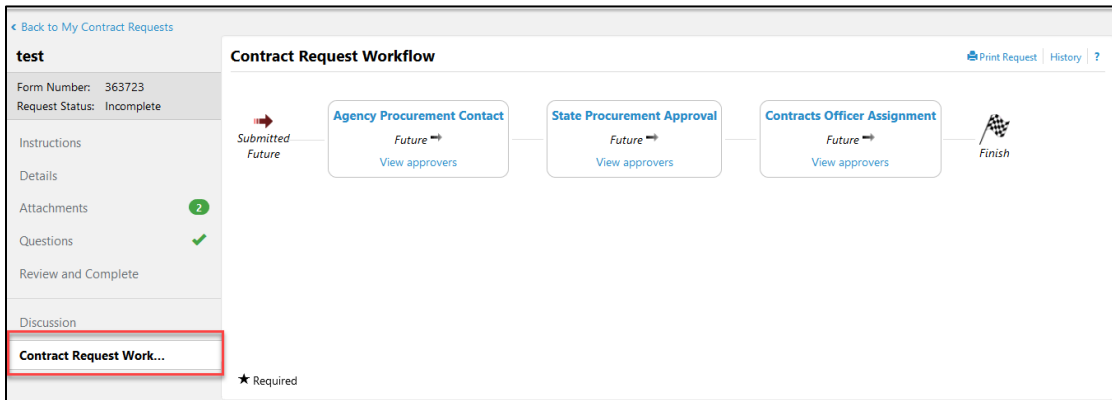
## B. Request Workflow

Questions with a star icon next to it requires a response or the form will not be submitted. The questions that have the star icon contains behind the scenes workflow(approvals), as listed below:

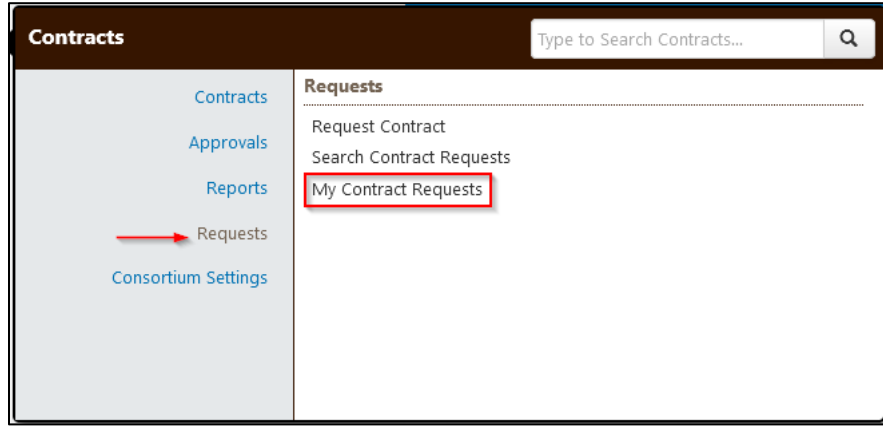


1. Select Agency Name – Form needs the approval of the Agency Procurement Officer associated with the agency name that is selected.
2. Select agency staff approving this sole source request – Listed below are the response options and the approval for each selection:
  - a. Agency Director – Will approve Sole Source in eMACS -The agency director will receive an email notification that will require a login to eMACS to manually approve the sole source request.
  - b. Agency has obtained director pre-approval and will upload document – An additional question will appear and request a file upload containing approval information from agency director. The form will then skip this workflow step.
  - c. Agency has approval exception for this Sole Source Request – An additional question will appear to request exception details for this request. The form will then skip this step.
3. Total Contract Value – If the value entered here is over your delegated authority and needs approval the form will stop here for approval.

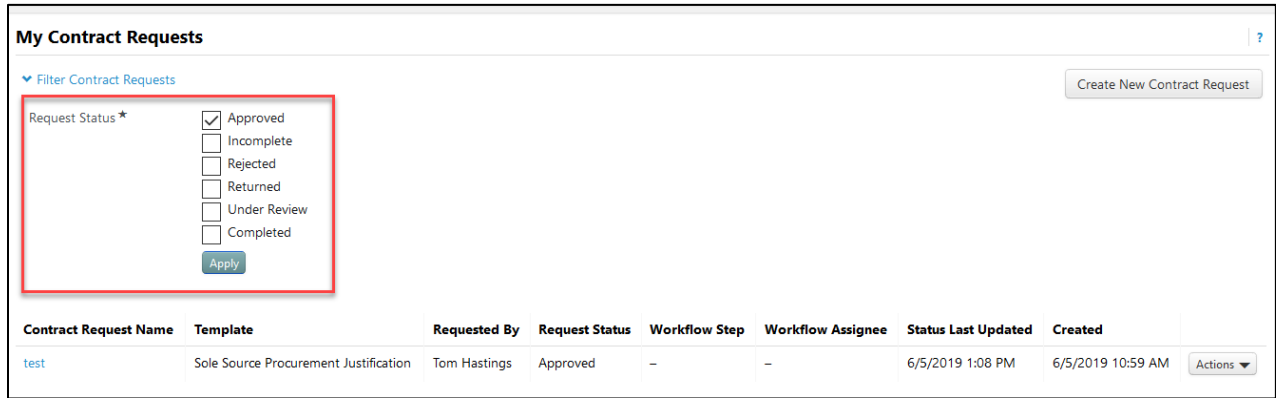
Appropriate review and approvals are obtained once the Sole Source Request form has been submitted.



- To view submitted requests, navigate to Contracts > Requests > My Contract Requests.



- My Contract Requests option will display by choosing one or all filtering options.



- The results of the search criteria will display a record of any contract request records. A New Contract Request can also be created from this page.

