Many organizations have some questions about the best way to prepare and send out proposals. We hope this will help.

**Sole Source**

While superior functions or service delivery methods may be why you wish to select a vendor, that is not a reason to enter a contract without competition.    Sole source contracts are valid in very rare instances, and evidence must be overwhelming that the product or service is available from one source only.  Please be sure that you are getting quotes or proposals before making purchases or entering into contracts.

**Outreach**

The Mississippi Procurement Technical Assistance Program (MPTAP), operated by the Mississippi Development Authority, is the state entity responsible for advising and assisting small businesses and women-owned and minority-owned businesses in accessing opportunities to do business with Mississippi’s governmental entities.  To comply with ARPA requirements of taking affirmative steps in including such businesses in procurements funded by the federal government, DFA advises subgrantees to utilize the MPTAP tool.  Please contact MPTAP at (601)359-3448 to request that your solicitation be advertised on the Mississippi Procurement Portal.  Additionally, please request that MPTAP send a direct solicitation to the relevant businesses contained in their database.  These steps must be documented and provided with your procurement support documents.

*NOTE:   MS law requires that governing authorities use MPTAP for all purchases over $75,000.   However, federal law requires outreach even when receiving quotes without formal advertising.  Therefore, DFA strongly advises the use of MPTAP for any purchase over $5,000.   You should ask them to do a direct solicitation.*

**Reverse Auction**

Governing authorities that procure commodities that require an auction over $75,000 must go back to the federally recognized method of procurement for acquisitions over $250,000.

**Co-Op**

Governing authorities may only use cooperatives where the affirmative steps were followed, in addition to all other requirements of 2 CFR 200.  DFA does not recommend the use of cooperatives with federal funds.

Please review the videos and checklists on the [Independent Schools Infrastructure Grant Program | Mississippi Department of Finance and Administration (ms.gov)](https://www.dfa.ms.gov/independent-schools-infrastructure-grant-program) website for additional information.  You can also email questions to [ISIG@dfa.ms.gov](mailto:ISIG@dfa.ms.gov).   This email address in monitored by several divisions so that responses may be faster.  You can also call Marcy Scoggins at 601-359-5202 and the appropriate division will return you call.