

## Sole Source and Emergency Contracts Filing Chart for Sole Source Contracts Database (SSCD)

	State Agencies	Higher Ed
<b>Sole Source Contracts</b>		
<b>Filing Period</b>	Not less than 10-working days	
<b>What to File</b>	Sole source contract greater than \$10K or \$13K and any subsequent amendments and justification  <b>Note: If you received additional delegated authority or other exemption (ex. advertising), attach to filing.</b>	Sole source contract \$10K or greater that include state funds that are greater than 50% of the total consideration and any subsequent amendments and justification
<b>DES Action</b>	Approve or Disapprove	
<b>Late Filings (less than 10-working days)</b>	DES will: <ul style="list-style-type: none"> <li>• Designate as a “Late Filing” if the filing otherwise meets the requirements of a sole source</li> <li>• Disapprove if the late filing does not meet the requirements of a sole source</li> </ul>	
	If agency chooses to proceed with a filing that has been <b>disapproved or deemed a “late filing”</b> it will be taken into consideration during the agency’s risk assessment and could affect their risk rating	
<b>Emergency Contracts</b>		
<b>Filing Period</b>	3-working days after the start of work or contract execution, whichever is sooner	
<b>What to file</b>	Emergency contract greater than \$10K and any subsequent amendments, justification and <b>memo approved by agency head</b>	Emergency contract \$10K or greater that include state funds that are greater than 50% of the total consideration and any subsequent amendments, justification and <b>memo approved by agency head</b>
<b>DES Action</b>	Review or Return	
<b>Return</b>	If the emergency contract is <b>not in compliance with the rules</b> it will be returned to the agency and the agency’s use of emergency contracts will be taken into consideration when conducting the agency’s risk assessment.	
<b>Late Filing</b>	“Acknowledge” if the filing otherwise meets the requirements of an emergency. Return if the late filing does not meet the requirements of an emergency	

Please also see [DES Policy No. DES-140-00](#) for all filing requirements.