Prior Authorization Types

**Sole Source:** when no competition exists for the purchase or contractual services, supplies, materials or equipment. Complete and concise documentation that supports the research and non-competitive purchase must be provided.

**Interagency:** authorizes state agencies to contract for services and materials with other state agencies, or with federal agencies, political subdivisions of Kansas, agencies of other states or subdivisions thereof, or private nonprofit educational institutions, without competitive bids.

**Off Contract Purchase:** contracts are awarded to take advantage of volume discount pricing for goods and services that have a recurring demand. However, if a vendor is located that can provide the identical item at a lower price, a waiver to “buy off contract” may be granted with a minimum savings of at least $100.

Off-Contract prior authorization requests that exceed $10,000 will be evaluated on a case-by-case basis to determine if a bid needs to be processed.

**Emergency:** exists when there is a threat to ESU resources, public health welfare, or safety which may arise by reason of weather, epidemics, infrastructure failures or other circumstances. The existence of such condition must create immediate and serious need for supplies, goods and services, or services that cannot be met through normal procurement methods. In most instances competition can be facilitated.

**Professional Services Sunshine Act:** limited to 3 types of services that are called out in statutory language; consulting services, certified public accountants, and attorneys (licensed attorney providing a legal opinion). These services result in verbal advice or a written opinion.

**State Use Catalog Waiver:** whenever the qualified vendors are unable to supply the products or services needed or are unable to meet delivery requirements.