

Sole Source or Proprietary Justification

Date: _____
Requisition #: _____ Amount: _____
Department: _____ Name: _____
Item: _____ Vendor: _____

School District Procurement Rules and Governing Board Policies require that formal competitive bid or proposals must be issued for purchases exceeding \$50,000.00.

Any deviation from this policy requires written justification from the requisitioner to the Purchasing Department, **prior to commitment of an order**. If you believe there is justification to request, in lieu of competitive bidding, a specific product brand name, a specific manufacturer, or a sole or preferred supplier of a product or service, **you must complete this form, and send it to the Purchasing Department. Justifications are to be supported by factual statements that will pass internal and state audits. It is the salient features of a product that make it a sole source.**

NOTE: For purchases under \$50,000.00, the District will attempt to obtain a minimum of 2 additional quotes. If no quotes can be obtained, the District will document the attempt by noting those vendors that could not quote and the reasons why.

Your evaluation of the product and/or supplier, and their relevance to your project or work, must be detailed in the explanation section.

I. REASON FOR REQUEST (CHECK ONE):

- A. Proprietary....Item under patent, copyright, or proprietary design.
- B. Replacement Parts....The procurement is for replacement parts or components in support of equipment designed by the manufacturer.
- C. Technical Services....The procurement is for technical service in connection with the assembly, installation, or servicing of equipment of a highly technical or specialized nature.
- D. Continuation....Continuation of prior work. Additional work, item, or service required, but not known to be needed when the original order was placed.
- E. Emergency Requirement....Requirements must be met at once. An explanation of urgency, including a description of why procurement is critical and why only the proposed vendor can meet it. A lack of advance planning is not acceptable. (Complete section II.)
- F. Exclusive Capability....Only one supplier qualified. No other potential suppliers known. (Complete section II.)
- G. Other (please explain)

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II. Narrative Justification:

This section must be completed if either explanation (E) Emergency Requirement or (F) Exclusive Capability is identified as justification for sole source procurement. Explain why the identified vendor is recommended. The justification must be completely explained and documented. It is important to be very precise when filling out this section. If more space is needed, please attach additional page(s).

I certify that the above statements are true and correct, and that no other material fact or consideration offered or given has influenced this recommendation of a sole source or proprietary procurement.

Submitted by:

Name Department Ext.

Title

Authorized Signature

Date

Reviewed by:

Director of Purchasing

Signature

Date

NOTE: Prior to receiving product or commencement of services, the Justification must be reviewed and approved by the Purchasing Department and the Governing Board pursuant to A.A.C. R7-2-1053. Upon proper approval, a purchase order will be issued.

*******NO WORK MAY BEGIN OR PRODUCT ORDERED PRIOR TO ISSUANCE OF PURCHASE ORDER*******