

Billings School District 2

FINANCIAL MANAGEMENT

Sole Source Purchasing

Purpose

To establish procedure for obtaining Sole Source Purchasing.

Scope

When only one vendor can supply goods or services to the District and all bid procedures have failed in supplying these goods or services.

Responsibilities & Processes

It is the responsibility of the requestor to justify in writing for a sole source of goods or services.

The Purchasing Department will evaluate the request to determine if it meets criteria.

When sole source is determined, the requestor needs to take the sole source request before the Board of Trustees if the purchase total exceeds \$25,000

General

To follow Purchasing Policy first to verify that only one vendor can supply goods or services.

Definitions

Name Brand Specifications - The District may specify a certain brand only to meet its needs, however, if there are not three competitive bids, an alternate must be considered. The District will be the sole judge if it is equal.

Substitutes – Wherever possible, the District has used a specific brand and model as benchmark spec. If bidding a non-spec item, you must so note on the Purchase Request and submit a separate listing of such items and make items available for comparison. The acceptance of alternate “equal” items shall be conditioned on the Districts inspection and testing after receipt. In circumstances when only one brand will fulfill all the requirements only that brand name will be specified if a minimum of three vendors will submit a competitive bid.

Proprietary Items – In the case of proprietary items, for example, repair parts for equipment or products where there is only one vendor that has manufactured proprietary jurisdiction and a clone is not available and more than one price is often not possible.

Cross References: 7320-P3 Guideline For Independent Contractor Agreement
 7320-F2 Bid and RFP Definitions

Legal References: §18-4-306 MCA Sole Source Procurement Records

Procedure History:

Presented to Board on: November 15, 2010

Revised on: March 11, 2025