

PURCHASING STANDARD OPERATING PROCEDURES (EXTERNAL)		NO: PX-150
Title: <b>Sole Source Procurement</b>		Approved:
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1. **PURPOSE**

To establish the procedures under which a sole source requisition may be submitted.

2. **SCOPE**

This procedure applies to the procurement of goods and services by FNSBSD schools, departments, and programs for which only one source exists. Authority for exceptions from competitive bidding for goods and services available from only one source is granted by FNSBSD School Board Policy 3311.

3. **GENERAL**

Sole source purchase requisitions will be processed if one or more of the following criteria are met:

- a. A specific brand or model is required to ensure compatibility with existing equipment or to maximize a previous investment in training, repair parts inventory, or test equipment. The item must be purchased directly from the manufacturer or the manufacturer's designated distributor for this geographical area. The compatibility requirements must be real and not based on cosmetic factors.
- b. A specific brand and model is the only item on the market that will satisfy a specific function and the specific brand/model is only available from the manufacturer or his designated distributor.
- c. The goods or services meets one of the requirements of FNSBSD School Board Policy & Administrative Regulation, AR 3311 (c) Bids - Exceptions.

4. **PROCEDURE**

The procedure for submitting a sole source requisition is as follows:

- a. A purchase requisition for a sole source purchase must include a FNSBSD "Brand Only" Certification Form – Need for Restrictive Specifications & Limited Competition (Enclosure 1, subject to change) providing complete justification. If additional space is needed to provide justification, attach an additional sheet.

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- b. Requisitions submitted under the criteria of paragraph 3a above will include information that details the compatibility requirement and the manufacturer's distribution net.
- c. Justification for goods or services requisitioned under criteria 3 b above should include market research data and the specific curriculum or program the goods or services support.
- d. Contact the Purchasing Department for assistance with locating sources for the goods or services.

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**FNSBSD "BRAND ONLY" CERTIFICATION FORM  
NEED FOR RESTRICTIVE SPECIFICATIONS & LIMITED COMPETITION**

To be completed, signed/certified, and attached to the PO Requisition when competition may be limited.

Reference: [Board Policy & Administrative Regulations 3311](#)

FNSBSD Department/School: \_\_\_\_\_ PO Requisition # \_\_\_\_\_

1. Is the purchase in Direct support of a Federal or State **GRANT** funded project?

Yes  No **if Yes:** By signing below, you Certify your commitment to adhering to the General Procurement Standards, per 2 CFR Part 200 Subpart D, in accordance with [Uniform Grant Guidance](#)

**Recipients of Federal Grant funds shall also make the following affirmations:**

- When spending Federal funds, the requested (goods) are "Made in the USA", to the extent practicable.
- Veteran/Minority/Women/Small Enterprises were considered and invited to participate when possible.

2. **GOODS; (Threshold; \$2,500/unit, \$5,000/bulk purchase):**

Est. price per line item: Qty: \_\_\_\_\_ Unit Price: \$ \_\_\_\_\_ Extended price: \$ \_\_\_\_\_

Manufacturer (Brand) & Model #: \_\_\_\_\_

Item Description/Specifications: \_\_\_\_\_

Only known source/vendor(s): \_\_\_\_\_

**Select all that apply;** justification for limiting competition:

- Compatibility with existing parts, equipment, or infrastructure; no substitute is acceptable.
- Impractical; time constraints do not allow for competitive sourcing.
- Purchase of products with customized school logos or insignia.

And/Or

3. **SERVICE; For services exceeding \$40,000, (or \$10,000\* for Grant funded purchases):**

Est, price, including all costs/expenses: \$ \_\_\_\_\_

Service Description: \_\_\_\_\_

Only known service provider/vendor(s): \_\_\_\_\_

**Select all that apply;** justification for limiting competition:

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- Impractical and/or unanticipated; time constrains do not allow for competitive sourcing.
- Requires proprietary or specialized professional services (i.e. legal, medical, consulting, or educational services).

**End-User Certification:** *The signing Principal, Dept Head or delegated Technician certifies they will disclose any potential conflict of interest, and that only the item(s) or service(s) specified herein will satisfy an unusual and compelling need, and provides a reasonable level of assurance of compatibility with existing equipment or with compliance to a manufacturer's warranty.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Purchasing Dept. Certification/Written Determination; unless otherwise noted, Sole Source Documentation is on file where applicable, requirements are reasonable, and market conditions, circumstances, and sourcing options are affirmed. \*Purchasing Agent notes, if any: \_\_\_\_\_