

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

To establish the procedures under which a sole source requisition may be submitted. This is applicable when a single item is \$500 or greater or a requisition line is \$1,000 or greater.

2. **SCOPE**

This procedure applies to the requisitioning of goods and services by the schools & departments 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 440.14.

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 440.14.

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 Certification of Need for Restrictive Specification form (Enclosure 1 & 2) providing complete

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justification. If additional space is needed to provide justification, attach an additional sheet.

- 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. Goods or services requisitioned under criteria 3 b above will include market research data and the specific curriculum or program the goods or services support.
- d. The Purchasing Department will contact the manufacturer/publisher to obtain certification that the requested item is only available either directly from the manufacturer or through an exclusive authorized distributor.

FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT
CERTIFICATION OF NEED FOR RESTRICTIVE SPECIFICATION
(BRAND NAME ONLY)
FOR CLASSROOM USE

Department/School: _____

Purchase Req. No. _____ Est. Value \$ _____

If for supplies or equipment:

Manufacturer(s) & Model No.(s): _____

Description of item(s): _____

If for services:

Only known source(s) of service(s): _____

Description of service(s): _____

The item(s) or service(s) listed herein will be used as indicated below:

- Academic application in the classroom
- Direct support of sponsored (grant funded) project

Class/Course or project name: _____

The Faculty Member, Principal, Asst. Principal, or Department Head signing below certifies that only the item(s) or service(s) specified in this purchase request is suitable for the intended application, and no substitute is acceptable.*

Signature

Date

Print or type Name and Title

Telephone Number

*If the department/school has determined that their need can be met by a specified list of vendors, competition will be limited to those vendors only.

FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT
CERTIFICATION OF NEED FOR RESTRICTIVE SPECIFICATION
(BRAND NAME ONLY)
COMPATIBILITY WITH EXISTING EQUIPMENT/WARRANTY

Department/School: _____

Purchase Req. No. _____ Est. Value \$ _____

If for supplies or equipment:

Manufacturer(s) & Model No.(s): _____

Purchase Description: _____

If for services:

Only known source(s) of service(s): _____

Description of service(s): _____

The item(s) or service(s) listed herein will be used as indicated below:

- Replacement parts
- In conjunction with existing equipment

The Technician, Engineer, or Department Head signing below certifies that only the item(s) or service(s) specified in this purchase request provide a reasonable level of assurance of compatibility with existing equipment or of compliance with manufacturer's warranty.

Signature _____

Date _____

Type Name and Title _____

Phone #: _____

*If the department/school has determined that their need can be met by a specified list of vendors, competition will be limited to those vendors only.