

PURCHASING STANDARD OPERATING PROCEDURES (EXTERNAL)		NO: PX-150
Title: <b>Sole Source Procurement</b>		Approved:
Date: Oct 20, 2000	Supersedes: Oct 4, 1991	Page 1

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, 1 through 8.

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 Sole Source Purchase Request form (Enclosure 1) 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. 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 maintains a current copy of the Thomas Register which is used to locate sources of supply. Contact the Purchasing Department for assistance with locating sources for the goods or services.

SOLE SOURCE PURCHASE REQUEST	
FROM:	SIGNATURE:
REF (RQN #):	DATE:
<p>Describe the purpose for which the goods or services are required. What curriculum/program will the goods or services support? What functional characteristics do the goods or services have which preclude other goods or services from being used? Why are the requested goods or services the only acceptable? Are the goods for compatibility purposes? If so, what existing equipment must this item be compatible with?</p>	
<p>Market Research. Identify companies/individuals contacted to locate the goods or services requested. Briefly describe the results.</p>	
<u>COMPANY/INDIVIDUAL:</u>	<u>RESULTS:</u>
<p>Approved for sole source purchase: _____ (for purchasing use only)</p>	
Signature _____	Date _____
Purchase order No. _____	