

Parkway School District

SOLE/SINGLE SOURCE PROCUREMENT JUSTIFICATION

As pursuant to board policy DJF-API, a vendor is considered a "sole source" if specific goods or services are available through only one (1) vendor. Sole/single source justification must show that an equitable evaluation of comparable products has been made and the rejection of unsuitable products is based on technical deficiencies or a combination of other reasons. It is important to remember that a sole source justification cannot be based on quality or price, since quality is subjective and price must be evaluated via competitive bidding. Under certain circumstances, the Director of Sustainability and Purchasing may waive the competitive bid process and approve a sole source purchase. Completion of this sole source justification form is required for appropriate review.

Date: _____

School/Department: _____

Name and department/grade level of individual requesting purchase: _____

Vendor name: _____ Vendor # _____

Description of item(s) or service(s) to be purchased:

Anticipated cost of item(s) or services(s) to be purchased (including shipping charges): _____

Please check the appropriate box below to justify why this vendor is considered a sole source for this purchase.

SOLE SOURCE CONSIDERATIONS:

YES

NO

Products or services are proprietary and only available from the manufacturer or single distributor. This may include item(s) or service(s) which possess a unique function, capability, copyright, patent, or design/performance specification critical in the use of the item and is not available on comparable products or service from any other source. Describe function, capability, qualifications, or specification:

Based on past procurement experience, it is determined that only one distributor services the region in which the products or services are needed.

Purchases are available at a discount from a single distributor for a limited period of time, and the discount is significant based on the current market price and/or the last price paid for the product or service.

Specific parts or authorized maintenance must be utilized to maintain validity of a warranty and are available from the requested source only.

Were other items or brands evaluated? List items or brands evaluated and reason for rejection:

Sole Source letter was obtained by the vendor?

Explain why the price is considered fair and reasonable:

If none of the above are applicable or if you answered NO to any of the above questions, then explain why this vendor is being considered a sole source for the requested item(s):

ATTACH THIS FORM AND SOLE SOURCE LETTER TO THE REQUISITION