

Sole Source or Proprietary Justification

Date: 07/25/2018

Requisition #: _____

Amount: \$16,728.17Department: District wideName: Connie GoodeItem: Renaissance Accelerated Reader and
Renaissance Star ReadingVendor: Renaissance Learning

School District Procurement Rules and Governing Board Policies require that formal competitive bids or proposals must be issued for purchases exceeding \$100,000.

Any deviation from this policy requires written justification from the requestor to the Purchasing Department prior to commitment of an order. If you believe there is justification to request, in lieu of competitive bidding, a specific product brand name, a specific manufacturer, or a sole or preferred supplier of a product or service, **you must complete this form, and send it to the Purchasing Department. Justifications are to be supported by factual statements that will pass internal and state audits. It is the salient features of a product that make it a sole source.**

NOTE: For purchases under \$100,000, the District will attempt to obtain a minimum of 3 additional quotes. If no quotes can be obtained, the District will document the attempt by noting those vendors that could not quote and the reasons why.

Your evaluation of the product and/or supplier, and their relevance to your project or work, must be detailed in the explanation section.

I. REASON FOR REQUEST (CHECK ONE):

- a. Proprietary ... Item under patent, copyright, or proprietary design.
- b. Replacement Parts... The procurement is for replacement parts of components in support of equipment designed by the manufacturer
- c. Technical Services... The procurement is for technical service in connection with the assembly, installation, or servicing of equipment of a highly technical or specialized nature.
- d. Continuation... Continuation of prior work. Additional work, item or services required, but not known to be needed when the original order was placed.
- e. Emergency Requirement... Requirements must be met at once. An explanation of urgency, including a description of why procurement is critical and why only the proposed vendor can meet it. A lack of advance planning is not

acceptable. (Complete section II)

f. Exclusive Capability...Only one supplier qualified. No other potential suppliers known (Complete section II).

g. Other (please explain)

II. Narrative Justification:

This section must be completed if either explanation (E) Emergency Requirement or (F) Exclusive Capability is identified as justification for sole source procurement. Explain why the identified vendor is recommended. The justification must be completely explained and document. It is important to be very precise when filling out the section. If more space is need, please attach additional page(s).

See attached letter

I certify that the above the above statements are true and correct, and that no other material face or consideration offered or given has influenced this recommendation of a sole source proprietary procurement.

Submitted by: Connie Goode Purchasing
Name Department

Director of Purchasing
Title

Connie Goode 07/25/2018
Signature Date

Reviewed by: _____
Signature Date

Note: Prior to receiving product or commencement of services, the Justification must be reviewed, and approved by the Purchasing Department and the Governing Board pursuant to A.A.C.R-7-2-1053. Upon proper approval, a purchase order will be issued.

*****NO WORK MAY BEGIN OR PRODUCT ORDERED PRIOR TO ISSUANCE OF PURCHASE ORDER*****