



## SOLE SOURCE JUSTIFICATION FORM

Department:	IT
Prospective Contractor:	Follette
Cost:	\$55,000 over 5 years
<b>OVERVIEW</b>	

This form addresses the writing findings requirement of Parkrose School District contracting rules found in [Parkrose School District Board Policy DJC, DJC-AR](#), DOJ Model Rule [137-047-0275](#) and Federal Procurement Guidelines.

Use this form for purchases or contracts that exceed \$10,000 and are available from only one source.

Will Federal Funds be used for this purchase?  Yes  No

### SUBMISSION INSTRUCTIONS

To satisfy the written findings requirements for justification of sole source procurements, please follow the instructions listed below:

1. Please fill in all applicable fields.
2. Ensure all appropriate department signatures are obtained.
3. Submit the completed "Sole Source Justification Submission Form" to Business Services at the District Office.

### SOLE SOURCE JUSTIFICATION SUBMISSION FORM

Describe the goods or services to be purchased:

This is a module to track technology assets (computers, projectors, doc cameras, etc) inside of our existing library check out system. It uses the same the structures and format and equipment as our existing library system.

**For the reason(s) below, this purchase cannot reasonably be competitively solicited:**

- The efficient use of existing goods or services requires our purchasing compatible goods or services, and there is a single provider for those goods and services. Describe:  
Our library system is Follette and this is just adding a module
- The goods or services required for the exchange of software or data with other public or private agencies are only available from only one source. Describe:
- The goods or services are for a pilot or experimental project. Describe:

Other findings. Describe other factors that support the conclusion that the goods or services are available from only one source:

What unique features/functionality is required that only this source can provide?

Primarily, and vitally, this would simply bolt on to a system that we already have and know how to use

What steps were taken to verify that goods or services with similar features and functionality are not available from other sources?

There are not externally available modules to attach to the Follette system.

My recommendation for this sole source procurement is based upon an objective review of the goods and services required and is in the best interest of the District.

I certify that I have no conflict of interest in making this recommendation.

*christine blouke*  
Digitally signed by christine blouke  
DN: cn=christine blouke, o=parkrose school dis, ou,  
email=blouke@parkrose.k12.or.us, c=US  
Date: 2022.04.07 08:39:52 -0700

Signature

Signature

Printed Name of Dept. Contract Manager

*Sharrice Leasie, CPA - CFO.*

Printed Name (Director of Business Services & Operations)

Date

*4/15/22*

Date

**BUSINESS SERVICES USE ONLY**

Public notice required >\$10,000 (Parkrose Policy DJC, DJC-AR, 279B.055(4)) at least 7 days before close date.

Method of Advertisement:

*Oregon Buy*

Date of Advertisement:

*4/15/22*