



Catalina Foothills Unified School District #16
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BOARD AGENDA ITEM

ITEM NO: 5.9

BOARD MEETING DATE: Tuesday, May 12, 2026

CONSENT AGENDA ITEM: Approval of the Sole Source Vendor List for Fiscal Year 2026-2027

SUBMITTED BY: Carolyn Seivert, Procurement Specialist

PRESENTED BY: Denise Bartlett, Superintendent

It is recommended that the Governing Board review and approve the written determinations for Sole Source procurements for Catalina Foothills Unified School District No.16 for Fiscal Year 2026-2027. This request is made in accordance with the Arizona School District Procurement Rules (R7-2-1053).

A "Sole Source" procurement is authorized only when it is determined that there is only one reasonable or viable source for a required item or service. The District has prepared and maintained formal documentation for each vendor on the attached list to serve as a permanent audit record.

Documentation on file confirms that each listed vendor meets the following five regulatory requirements:

1. **Requirement of Need:** A detailed description of the procurement and justification for why no reasonable alternative exists.
2. **Supplier Identification:** The formal name of the proposed supplier.
3. **Fiscal Impact:** The duration and estimated total dollar value of the procurement.
4. **Price Analysis:** Evidence confirming that the negotiated price is "fair and reasonable."

5. **Market Research:** A description of the efforts made to seek other potential sources.

The estimated total dollar values for these procurements are detailed in the attached "Sole Source Vendor List." These projected expenditures have been fully incorporated into comprehensive budgets across all District funds.

Please note that inclusion on the approved vendor list does not guarantee that a vendor's services will be utilized; rather, this approval provides the necessary authorization should their services be required during the 2026-2027 fiscal year. If additional sole source needs arise, the District will present them to the Governing Board for further approval.

RECOMMENDED MOTION: I move the governing board approve the sole source vendor list for fiscal year 2026-2027, as presented.