

SOLE SOURCE PURCHASING REQUIREMENTS

State Board rule 6A-1.012(11) exempts purchases of certain materials, computer software, and professional and educational services from the competitive bid or quotation process. An item or service is classified as sole source when it is of a proprietary nature or copyrighted and the purchase is being made directly from the producer of the item, a specific distributor designated by the producer of the item or the provider of the service. In certain cases, compatibility with existing equipment or a vendor's unique qualifications constitute grounds for declaring a purchase sole source. Before making a sole source purchase, one or more of the following pieces of documentation must accompany the request depending on the type of purchase being made:

1. A signed statement from the vendor certifying that one or more of the following conditions is true:
 - a. The vendor is the only source for the item in question and it holds the production and copyrights to the item.
 - b. The vendor holds the exclusive distribution rights for the item in question.
 - c. The vendor is the sole provider of the services being requested.
 - d. The item to be purchased is the only item compatible with existing district owned equipment.

2. A firm, written and signed quotation from the vendor for the item in question if the amount of the purchase exceeds the competitive quotation threshold set by school board policy (currently \$6,250).