

Non-Competitive/Sole Source Form

This form is to be used to establish a vendor as an exclusive for the purchases described. Please see Board Policy DJB.

One or more of the following conditions justify procurement of a small or large purchase pursuant to a noncompetitive proposal (i.e., “single source” procurement):

1. The item is only available from a single source;
 - a. This does not include “preferred vendors.” If more than one vendor can provide a comparable product or service, do not use this form. Price or quotes must be:
 - i. Obtained from at least two sources;
 - ii. Documented and kept on file.
2. A public exigency or emergency exists and does not permit the delay that would result from a competitive solicitation;
3. After solicitation of a number of sources, the District determines that competition is inadequate; or
4. The federal awarding agency or the state as the pass-through entity has expressly authorized noncompetitive proposals in response to a written request from the District.

The District shall document the grounds for using a single source procurement process in lieu of an otherwise-required competitive method of procurement.

Name of Company: _____

Address: _____

Phone: _____ **Contact:** _____

Rationale for requesting noncompetitive single source procurement:

Requested by: _____ **Date:** _____

Director Approval: _____

CFO Approval: _____