



PURCHASING OPERATING PROCEDURES

SECTION V- C – Sole/single source purchases

TITLE: Sole/single source purchasing procedures and required documentation.

Purpose:

In accordance with DPS Board policies for purchasing, policy DJE-Bidding procedures, these procedures outline the process and steps to be followed for approvals of a sole or single source procurement.

1. Definitions:

Single source purchase- Is a purchase of goods or services that is available from multiple sources, but is specifically required from one source supplier on a non-competitive basis. This is based upon a number of pre-determined conditions for the purchase. These are outlined in the 'Single/Sole source justification form (sample attached).

Sole source purchase- Is a purchase of goods or services that is available from only one (1) source (vendor/manufacturer).

2. Policy:

(In accordance with Board of Education Purchasing Policies, DJE-Bidding procedures, the Director of Purchasing or designee, shall have the authority to contract in the open market without formal competition for the purchase of materials, equipment, supplies, services and construction not exceeding twenty five thousand dollars (\$25,000). This limit is fifty thousand dollars (\$50,000) for construction projects and services. He(she) may, by rule, delegate this authority to designees or to any school, department or official).

As District funds provided for purchasing are derived from taxpayer funding sources it is essential that all goods and purchases be performed with the utmost care and responsibility. Procurements may be made without formal competition up to \$25,000.

It shall be the practice of the Purchasing department to attempt to obtain competition on goods and services, on purchases exceeding \$5,000. Purchases below \$5,000 in aggregate value are considered, by their nature, as 'small buy' and do not require formal competition.

3. Procedures:

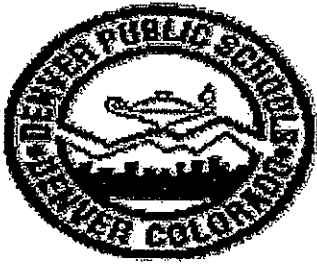
PROCEDURE	BY WHOM
\$2,500- \$5,000 Purchases- seek and obtain competition as possible, Buyer discretion.	Purchasing department

PROCEDURE	BY WHOM
\$5,000-\$25,000 Purchases- seek and obtain competition as possible. The Director of Purchasing has the authority to contract for goods and services in the open market without formal competition. The limit for competition for general goods and services is \$25,000, for Construction and Facilities Management departments is \$50,000.	Purchasing department
Goods or services with no competition require a sole/single source justification form (sample attached under 'forms).	Schools/Requesting departments

PROCEDURE	BY WHOM
<p>\$25,000- unlimited purchases- formal competition is required though the use of competitive IFB, RFQ, or RFP's by the Purchasing Department.</p> <p>All sole or single sources are required to be documented on form referenced below and signed by sponsoring District Administrator. (See below attached form for justification). This form shall be submitted with the corresponding purchasing requisition, contract or agreement. This form is then reviewed by the Director of Purchasing.</p>	<p>Purchasing department</p> <p>Requesting department/School</p>

4. Forms:

(Note: The attached sole/single source justification form is to be used to document all non-competitive purchases over \$25,000 in value (\$50,000 in construction and facilities).



Denver Public Schools
Purchasing Department
Single/Sole Source Justification

(Note: Return this original to Purchasing with the purchase requisition).

Date: _____

(For use on Single/Sole Source Acquisitions of \$25,000 and greater).

Sole Source

Is a good or service that is **ONLY** available from one (1) source (vendor, manufacturer, etc.).

Single Source

Is a good or service that is available from numerous sources, but is required from one single source provider on a non-competitive basis.

Check one or more of the following non-competitive acquisition justifications (See definitions page 2 below)

___ Customer Direction

___ General Services Administration

___ Engineering Direction

___ Federal Supply Schedule

___ Proprietary Items

___ Environmental Direction

___ Only Qualified Supplier

___ Source Controlled Drawing

___ Spare Items

___ Consulting Services

___ Time Limitations

___ Follow-on

___ Economic Considerations

___ Other Cost Factors (ie. standardization)

Non-Competitive Acquisition Justifications

Customer Direction: A specific paragraph must be referenced from governmental agency (grant, prime contract, follow-on) that identifies the requirement as non-competitive.

Engineering Direction: When the product is identified on Engineering drawing or specification; such as, "No substitutes or equivalents will be accepted.

Proprietary Items: A particular item may be protected by a patent, or trade secrets may prevent soliciting alternate sources. Either a patent number or the proprietary nature of the information is required.

Only Supplier Qualified: Used when reliability and maintainability of the system would be degraded unless a specific, proven, and reliable supplier is used.

Spare Items: When replacement parts from alternate suppliers are not interchangeable with original part and repair tools (equipment incompatibility).

Consulting services: Used when the nature of the acquisition is considered to be in the interest of good business management.

Time Limitations: Indicate that product delivery will affect program delivery. It must be verified by specific need dates and program schedules.

Economic Considerations:

A). Any order less than \$25,000 (if the estimated price is fair and reasonable).

B). Previously tested product for a similar application that makes it economically unfeasible to test additional products.

C). Follow-on orders, to the same suppliers, eliminate costs incurred by using a different supplier. d. Cost factors, including: standardization costs, engineering costs, maintenance costs, retooling, re-invention costs.

Purchase Requisition Number #: _____

1). Description of items or service

2). Supplier _____ Phone _____ Estimated Price _____

3). Description of unique features of the desired materials or services that must meet minimum requirements:

4). Description of other items or services that were considered and why they were rejected:

5). The above requirement is non-competitive for the following reason (s):

The School/Department agrees that there is no real or potential Conflict of Interest in recommending this product and/or service as a Sole/Single source procurement. (Note: Denver Public Schools Policy DJ-Purchasing, states that, "No employee of the District nor his/her spouse nor any other relative who resides in the same household shall have a material interest, or have any personal beneficial interest, directly or indirectly, in any contract or purchase of goods or services used by or furnished to the District or to District students, nor shall any employee accept or receive directly from any person, firm or corporation to whom any contract or purchase order for good or service may be awarded, by rebate, gift or otherwise, any money or anything other than the nominal value, or any promise, obligation, or contract for future reward or compensation).

The final determination of sole/single source will be made by the Purchasing Department and the procurement submitted to the appropriate authority as defined in Board Policy DJA for approvals.

Prepared by:

NAME _____ TITLE _____ DATE _____

Reviewed and approved:

_____ TITLE: _____ DATE: _____