



SINGLE/SOLE SOURCE PURCHASE REQUEST

Sole source purchases occur due to the inability to obtain competition. This results because only *one* vendor or supplier possesses the unique ability or capability to meet the particular requirements. This decision must be based on a proven lack of competition. There are *no* other vendors or suppliers that provide such goods/services.

A single source purchase is the selection of one particular supplier to the exclusion of all other vendors where, for a justifiable reason such as compatibility, standardization, academic or a professional learning priority, the goods or services are obtained from one source among others in a competitive marketplace. This decision may be based on proprietary technology, copyright, or a supplier's unique capability.

Date of Request: _____
 To: Executive Director of Purchasing & Warehouse Operations Services
 From: _____
 Requesting Department/School: _____
 Check Type of Request: Single Source Sole Source

Please note that any individual or company who is debarred pursuant to board policy DJEBB or who appears on any suspended, excluded or debarment list issued by the agency of the federal, state or local government (i.e. is listed as an excluded party on the System for Award Management of the United States Government) cannot provide goods or services to Atlanta Public Schools.

Consultant contracts over \$50k and all other contracts over \$100k will require board approval. These thresholds apply to single and cumulative contract amounts.

Vendor Name: _____
 Vendor Contact Name: _____
 Telephone: _____
 E-mail: _____
 Total Cost of Goods / Services: _____
 Date Goods / Services are required: _____

Is the company registered as a vendor with APS? Yes No

INFORMATION TECHNOLOGY AUTHORIZATION

Will this purchase have any IT components? Yes No

If yes, this purchase requires additional authorization by the Executive Director of Information Technology.

My signature acknowledges that I have reviewed this request and hereby authorize that this request proceed to Procurement Services for final review and approval.

Approved: _____ _____

 Executive Director, Information Technology Date

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Provide the following information and attach additional sheets if required:

1. Provide a detailed description of the goods or services being requested.
2. Explain why the goods/services requested are the only ones that can meet your requirements and explain why alternatives are unacceptable. Be specific with regard to specifications, requirements, capabilities and compatibility.
3. Describe the steps taken to determine that the goods or services are single or sole source.
4. Explain why the price for the goods/services is considered to be fair and reasonable.
5. Describe the negotiation efforts, if any that were made with the vendor to obtain the best possible price.
6. Will this purchase obligate the district to this vendor for future purchases of the goods/services being requested?
If yes, please explain. Yes No
7. Provide copies of supporting documentation, including a letter from the vendor, confirming single or sole source.



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My signature acknowledges that I have reviewed this request and I concur that the goods/services are single or sole source.

Requested by:	_____	_____	_____
	Printed Name	Signature	Date
Approved:	_____	_____	_____
	Executive Director	Signature	Date
Approved:	_____	_____	_____
	Senior Cabinet Administrator	Signature	Date
Approved:	_____	_____	_____
	Executive Director of Purchasing & Warehouse Operations Services	Signature	Date
Approved:	_____	_____	_____
	Superintendent	Signature	Date

Instructions

1. Complete the form and be sure to provide all of the required information.
2. Print the form and obtain the required signatures.
3. Submit the form to Procurement Services.
4. The request will be reviewed by Procurement Services.
5. If approved it will be forwarded to the Superintendent.
6. If not approved it will returned to the requestor.
7. Please allow sufficient time for processing the request.

Procurement Services Use Only

Does the vendor have an active exclusion listed on www.sam.gov? Yes No

If yes the request should be returned to the requesting department/school.

Confirmed by: _____ Date: _____