

PROCEDURE FOR SOLE SOURCE PURCHASES

Sole source purchases are handled the same as other purchases, with these exceptions:

1. If the requisitioning campus or department determines that the items/services are a sole source purchase, they must complete the following steps:
 - ✓ Call the Purchasing Department before calling the vendor for a Sole Source letter. The Purchasing Department maintains a file of Sole Source letters for a variety of products/services from vendors.
 - ✓ Fax the Sole Source Vendor Affidavit to the vendor. The vendor must complete the forms stating the reason(s) why the goods/services are determined to be a sole source. Forms must be signed by a Notary Public.
 - ✓ Prepare a Department Sole Source Memorandum (use attached sample) stating that you have contacted a sufficient number of vendors to determine that only one practical source of supply exists, or state the reasons why only one source of supply exists.
 - ✓ Fax the Vendor Affidavit and Department Sole Source Memorandum to the Purchasing Department, 956-383-7687.
2. If the Purchasing Department determines that the item/service is a sole source purchase, the Sole Source Affidavit will be approved by the Purchasing Coordinator, posted on the web, and filed for audit purposes.
3. The approval must be done before a purchase is actual made.



Edinburg Consolidated Independent School District Sole Source Affidavit

BEFORE ME, the undersigned official, on this day, personally appeared _____.
A person known to me to be the person whose signature appears below, who after being duly sworn upon his oath deposed and said:

1. My name is _____, I am over the age of 18, have never been convicted of a crime and am competent to sign this affidavit.
2. I am an authorized representative of the following company or firm:

3. The above named company or firm is the sole source of the following item(s) or product(s): (Attach list if necessary)

4. Competition is providing the above named item(s) is precluded by the existence of a patent, copyright, secret process or monopoly.
5. There is/are no other like item(s) or product(s) available for purchase that would serve the same purpose or function and there is only one price for the above named item(s) or product(s) because of exclusive distribution or marketing rights.
6. We certify that no suspension or debarment is in place, which would preclude receiving a federally funded contract.

(Signature)

SUBSCRIBED AND SWORN to before me on this _____ day of _____, 20

(Seal)

(Notary Public, State of _____)

(Printed Name)

(Date Commission Expires)

Company Name: _____
Address: _____
City, State, Zip: _____
Telephone: _____ Fax: _____
Contact Person: _____ Email: _____

SOLE SOURCE MEMORANDUM

DATE: _____
TO: Assistant Superintendent for Finance & Operations
FROM: _____ CAMPUS: _____
SUBJECT: SOLE SOURCE AFFIDAVIT FOR _____
(Name of Vendor)

PURCHASE AMOUNT: \$ _____ REQUISITION NO: _____

DESCRIPTION OF ITEMS OR SERVICE: (Attach additional documentation, if necessary)

I have contacted a sufficient number of vendors to determine that only one practical source of supply exists. I have initialed the reason(s) why only one source of supply exists and stated it below:

- _____ - **There is no competitive or similar product.**
The good/service is a one-of-a-kind or patented product, a copyrighted publication available from only one source, or a unique item such as an art work.
- _____ - **The product is only available from a regulated or natural monopoly.** For example, utilities, gravel from the only pit in the area or some similar situation.
- _____ - **The product is a component of an existing system which is only available from one supplier.** The replacement of a component or a repair part is only available from the original supplier.
- _____ - **The item is produced by non-profit corporations using handicapped workers.** Products made by blind or otherwise handicapped workers are often used by schools, cities, and counties.
- _____ - **The item is produced by prison workers.** The state benefits from the sale of these items.
- _____ - **There are no other items available in the marketplace that have the same fit, form and function of the items being purchased.**

Signature Date

(Instructions: Campuses & Departments are required to complete this form and attach it to your sole source vendor affidavit. Fax or route all documents, such as Agenda Items, sole source affidavit, sole source memorandum to the Office of Assistant Superintendent for Finance & Operations.)