

LOS ANGELES UNIFIED SCHOOL DISTRICT
PROCUREMENT SERVICES DIVISION

Request for Single Source and Non-Competitive Sole Source Approval

Please complete all sections. The requested office is responsible for providing the required documents via the attached checklist and obtaining all signatures prior to submittal to the Procurement Services Division (PSD).

***Attach a draft Board informative and submit the final signed copy immediately following approval of this form by PSD.**

Section I: Client/Contract Sponsor

Request Date: _____

School/Office: _____ Location Code: _____ Region: _____ BD: _____

Contact Person: _____ Title: _____

Phone: _____ Email: _____

Section II: Type of Transaction

Contract Amendment Purchase Order Other Type of Agreement/Obligation: _____

Section III: Type of Purchase

Material-Supply/Equipment Services-Professional/General/Construction Other: _____

Funding Information:

Cost Center: _____ GL Account: _____ Fund: _____ Func. Area: _____

Project WBS: _____ Order: _____ Grant: _____

Section IV: Vendor Information

Vendor Name: _____ Contact Person: _____

Address: _____

Phone: _____ Email: _____

Section V: Additional Information

Type of Good or Service: _____ Proposed NTP Date(s): _____

A. Background: Explain history for the need of this request.
B. Scope of Work: Provide a detailed description of commodities/services to be provided. Also, include the following details: exact/estimated quantity, per unit price, and the total estimated quantity X unit price (if the exact quantities are known).
C. Why is this necessary? Explain why this service is required.
D. Why is this firm selected? Do we have prior experience with the vendor that this procurement will build upon? Is the service that is to be provided unique or proprietary in nature? Please include whether the firm is a small business and/or its employees belong to a union. If granted-named vendor, indicate.
E. Explain why this contract could not be competitively bid? Describe why this contract request should not undergo the normal competitive bid process required by the Board. If there is a possibility that federal funds will be used, please indicate which of the criteria for non-competitive awards provided for under Section 6.302-1 of the Federal Acquisition Regulation, summarized on the attached list, justifies your request. The entire text of Section 6.302-1 of the FAR can be found HERE .

It is the policy of the Los Angeles Unified School District to conduct full and open competition for its acquisitions, regardless of the agreement price. Therefore, before any solicitation can be issued without competition, the requestor must state compelling reasons for waiving the competition requirement.

