



Exemption from Formal Bidding Requirements Request

[Print Form](#)

Business Services
Mat-Su Borough School District
501 N. Gulkana St.
Palmer, Alaska 99645
P: (907) 761-4001 || F: (907) 761-4091

Instructions: Complete this form in entirety and attach applicable documentation to this request. Provide justification for an exemption from the formal bidding requirements above the competitive bidding threshold of \$100,000 per BP 3311 Bids or an exemption from the three (3) formal quote procedures for purchases of \$25,000 - \$100,000. This request is subject to approval. If approved, the completed and signed form must be maintained with backup documentation in accordance with the District's record keeping policies and scanned into the District's system of record.

Request for Purchase of	<input type="text"/>	Date	<input type="text"/>
Vendor Name	<input type="text"/>	Originating Site	<input type="text"/>
Request Submitted By	<input type="text"/>	Contact Phone #	<input type="text"/>

Section 1: Select Applicable Exemption for Request

- ☐ Instructional materials for which purchasing guidelines have been established by School Board Policy in BP 6161.1(a)
- ☐ In-service presenters, speakers, or curriculum, instruction, or staff development experts selected for particular and unique expertise
- ☐ Professional or consultant services such as medical, legal, negotiation, technical, or educational, not including architectural/engineering design services
- ☐ Professional or consultant services (such as property and casualty insurance) purchased jointly with Local, State, or Federal Agencies
- ☐ Sole Source: Public services, utilities or energy-related expenses, site licenses, software upgrades, maintenance contracts, and specialized services, software, or equipment where no competition exists (refer to MSBSD's Sole Source Guidelines)
- ☐ Purchases which augment previously purchased items of a similar nature or for which the District has established a need for standardization of equipment or supplies and would incur substantial costs to switch products or product lines (refer to MSBSD's Sole Source Guidelines)
- ☐ Purchases involving replacement of equipment where similar equipment is being traded in
- ☐ Purchases involving items regulated by Fair Trade Statutes
- ☐ Purchases made through cooperative purchasing agreements, existing Federal/State or inter-district contracts including GSA pricing; or when cooperatively bidding with other public agencies
- ☐ In the case of exigency, when there is need to avoid, prevent, or alleviate serious harm or injury, financial or otherwise, to the the District, and the use of competitive procurement would prevent the urgent action required to address the situation
- ☐ After solicitation of a number of sources, competition is deemed inadequate (refer to MSBSD's Sole Source Guidelines)

Section 2: Justification for Procurement

Provide justification for selected applicable exemption:

Section 3: Acknowledgment

In selecting the vendor, I certify that, to the best of my knowledge, a conflict of interest per BP 2300 does not exist.

I further certify that the information provided in and on this form, in my professional judgment, is correct. I also certify that no personal advantage, gain, or privilege has accrued or will accrue to me through the purchase from this vendor. I have reviewed the vendor's proposed costs and have found these costs to be fair and reasonable for the effort proposed.

Cost
Account Code

Requestor's Signature Date

Section 4: Approval Per BP3300 Expenditures/Expending Authority, the Superintendent or designee may purchase supplies, materials, equipment, and services in accordance with law and within the approved budget.

☐ Total Purchase Price: \$25,000 - \$150,000

Director of Finance Signature Date

☐ Total Purchase Price: \$150,000 - \$200,000

Deputy Superintendent of Business
& Operations Signature Date

☐ Total Purchase Price: \$200,000 - \$250,000

Superintendent Signature Date

☐ Total Purchase Price: >\$250,000

Board approval required? ☐ Yes ☐ No