



Federal Funds Procurement by Non-Competitive Proposals Request

Purchasing Department
Mat-Su Borough School District
690 Cope Industrial Way
Palmer, AK 99645
P: (907) 861-5120 || F: (907) 861-5183

Instructions: Per Uniform Administrative Regulations §200.320, all procurement of supplies or services \$25,000 or greater, using federal funds, are required to be procured by a competitive proposal, bid, or price or rate quotes must be obtained from multiple sources. Complete this form in its entirety and attach all applicable backup if you are requesting procurement by noncompetitive means.

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 Noncompetitive Request

The item or service is available only from a single source.

Justification (Refer to MSBSD's Sole Source Guidelines.):

The item or service is an emergency requirement.

Justification (Refer to MSBSD's Sole Source Guidelines.):

After solicitation of a number of sources, competition is deemed inadequate.

Justification (Refer to MSBSD's Sole Source Guidelines.):

Section 2: Acknowledgment

In selecting this vendor, I certify that to the best of my knowledge, a conflict of interest per BP2300 does not exist. I further certify that the information provided in and on the form is correct to the best of my knowledge. 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 3: 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.

Federal Funding Source Signature Date

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

Director of Finance Signature Date

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

Deputy Superintendent of Business Date
& Operations Signature

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

Superintendent Signature Date

Total Purchase Price: >\$250,000

Board Approval Required? Yes No