



# 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 \$50,000 per BP 3311 Bids or an exemption from the three (3) formal quote procedures for purchases of \$25,000 - \$50,000. 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	<input type="text"/>	Originating Site	<input type="text"/>
Individual Submitting Request	<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)

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- In-service presenters, speakers, or curriculum, instruction, or staff development experts selected for particular and unique expertise

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- Professional or consultant services such as medical, legal, negotiation, technical, or educational, not including architectural/engineering design services

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- Professional or consultant services (such as property and casualty insurance) purchased jointly with Local, State, or Federal Agencies

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- Sole Source: Public services, utilities or energy-related expenses, site licenses, upgrades, maintenance contracts, and specialized services, software, or equipment where no competition exists or the District has established a need for standardization of equipment or services (refer to MSBSD's Sole Source Requirements)

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- Supplies and equipment that augment previously purchased items of a similar nature whereby the District would incur substantial costs to switch products or product lines

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- Purchases involving replacement of equipment where similar equipment is being traded in

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- Weekly and monthly food service requirements relative to perishables or requests that cannot reasonably be obtained on a timely basis through formal competitive processes

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- Purchases involving items regulated by Fair Trade Statutes

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- Purchases made through cooperative purchasing agreements, existing Federal/State or inter-district contracts including GSA pricing; or when cooperatively bidding with other public agencies

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- Contracts or purchases made when time is of the essence for reasons of health or safety, or to comply with legal requirements in a timely manner

**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**

Total Purchase Price: \$25,000 - \$50,000

\_\_\_\_\_  
Director of Finance Signature

\_\_\_\_\_  
Date

Total Purchase Price: \$50,000 - \$150,000

\_\_\_\_\_  
Deputy Superintendent of Business & Operations  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date

Total Purchase Price: >\$200,00

Board approval required?  Yes  No

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.