

AGAWAM SCHOOL DEPARTMENT  
SOLE SOURCE REQUEST AND DECLARATION

Department \_\_\_\_\_

Vendor's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Email Address: \_\_\_\_\_

1. Please describe the supply/service and the amount of purchase. (The sole source procurement under CH30B must be for an amount less than \$100,000 unless it is for library books and school textbooks, educational programs, educational courses, educational curricula in any media including software, newspapers, serials, periodicals, audiovisual materials or software maintenance.) The threshold for Federal grants must not exceed \$50,000.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

2. Please describe your investigation to determine whether there is another practicable source for this supply/service (attach additional pages if necessary). *This investigation should include obtaining three quotes from different companies. The quote/investigation documentation should include: company name, product(s) reviewed, contact name and info, and the amount of the quotation. The three quotations should be included with this sole source declaration.*

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Please state the reason(s) for your determination that the above vendor is the only practicable source for the supply or service described in Section 1. Your determination must be supported by a letter from the Vendor dated no more than 60 days from this date confirming that it is the sole for the supply or service described in Section 1.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned, in reliance on the above representations and supporting documentation, finds that the above Vendor is the only practicable source for the above supplies or services, and so hereby authorizes the above described sole source procurement under M. G.L. c.30B, §7(a).

***When procuring with federal funds the district will follow UGG 2 CFR 200.320(c)***

***Noncompetitive procurement.*** There are specific circumstances in which noncompetitive procurement can be used. Noncompetitive procurement can only be awarded if one or more of the following circumstances apply:

- (1) The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (see [paragraph \(a\)\(1\)](#) of this section);
- (2) The item is available only from a single source;
- (3) The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation;
- (4) The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; or
- (5) After solicitation of a number of sources, competition is determined inadequate.

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Department Head

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Date

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Rob Clickstein School Business Administrator

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Date