MINNEAPOLIS
PUBLIC SCHOOLS

GOODS AND/OR SERVICES JUSTIFICATION FORM

To expedite your ability to procure the products or services you need, we are asking that you consult the current vendor list to see if an existing vendor can be used. If it is determined that an existing vendor will not meet your requirements, you will be required to submit this form to document the need to do business with the vendor stated below. This signed form must be retained in the purchasing file. Please attach the completed document to the requisition and contract when applicable. This form must be fully approved before requisition and contracts are entered into our systems.

Grant Approved ( ) Yes ( ) No	**IT Approved ( ) Yes ( ) No**
DEPARTMENT/SCHOOL NAME	**REQUESTOR NAME**
PROPOSED CONTRACT VENDOR Company: Address: Telephone: Web Address: Contact: E-mail:	**NEED IDENTIFIED (date)** **REQUESTED DELIVERY DATE** **QUOTED PRICE AND FUND SOURCE** $ ☐ Title II 5023, 204.414.000, 2432400000 ☐ Title IV 5023, 216.433.000, 2437790000

DESCRIPTION OF GOODS AND/OR SERVICE REQUIRED:

CATEGORY (Check the applicable box and attach documentation or provide an explanation below.)

☐ Culturally Specific Curriculum ☐ Product / Instructional Availability ☐ Special Event/Guest Speaker ☐ Software Renewal	☐ Other proprietary situation

PURCHASING JUSTIFICATION BECAUSE (attach additional page if needed):

NOTE: The following are NOT sufficient justifications:

- Personal or agency preference for a product or vendor
- Agency perception that the vendor is the best qualified (this should be determined through a competitive process)
- Lack of agency planning resulting in limited time to conduct a competitive procurement
- Past or existing relationship with the vendor
- Special incentive or deal offered (can be assessed in open and competitive solicitation)
- Agency convenience

SEARCH

"Justification" means an acquisition where, **after a search,** the above vendor is best suited for the specified 'SOW' [scope of work] as the services and/or software provided by the vendor are part of the infrastructure from a training and investments standpoint. The above supplier is determined to be reasonably available for the ongoing and/or continued services for the required product or service and/or best suited for the district.

A search was conducted consisting of: (check all that apply)	RESULTS
☐ Internet search ☐ Market research / other vendors contacted. ☐ Public notice is given on the website. ☐ Other	AFTER THE SEARCH… ☐ no alternatives were identified. ☐ no alternatives were deemed acceptable because (explain below):
Describe the search from above in detail:	

APPROVALS NEEDED:

- Procurement must review all requests and can approve requests up to their delegated authority without further routing.

CERTIFICATIONS: Each signer must certify the following:

- I recognize that Federal/State law requires the use of competitive solicitations unless exempted by law. I have reviewed the information and materials relevant to this procurement of goods and services and am requesting approval of an exception to the competitive process.
- The price to be paid to the proposed Sole source vendor is fair, reasonable, and provides the best value to Minneapolis Public Schools; and
- This request for an exception to the competitive solicitation process is not the result of inadequate planning or for purposes of securing the services of a preferred vendor.

SIGNATURES	
Person Requesting the Justification Status. By signing this document, I certify that the statements in the Certifications section above are true.	
Signature:	Date
Printed Name: Courtney McCormick	Phone No. 612-432-2518
Title: Executive Director of Academic Programs	Fax No.
E-mail: Courtney.McCormick@mpls.k12.mn.us	

Procurement (Required signature). By signing this document, I certify that the statements in the Certifications section above are true.	
Signature:	Date:
Printed Name: Christopher Boyce	Phone No.
Title: Director, Procurement & Supply Chain Mgt	
E-mail: christopher.boyce@mpls.k12.mn.us	

- **Approved**:
  - The requestor is given a one-time special delegation to process this Justification acquisition. (Any terms and conditions proposed by the vendor must be approved in writing by MPS)
  - The requestor is given a one-time special delegation to process this Justification acquisition. A solicitation document containing the Minneapolis Public School's terms and conditions for the vendor to sign when providing the firm price quote must be created; then a purchase order.
- **Not Approved.** Reason: