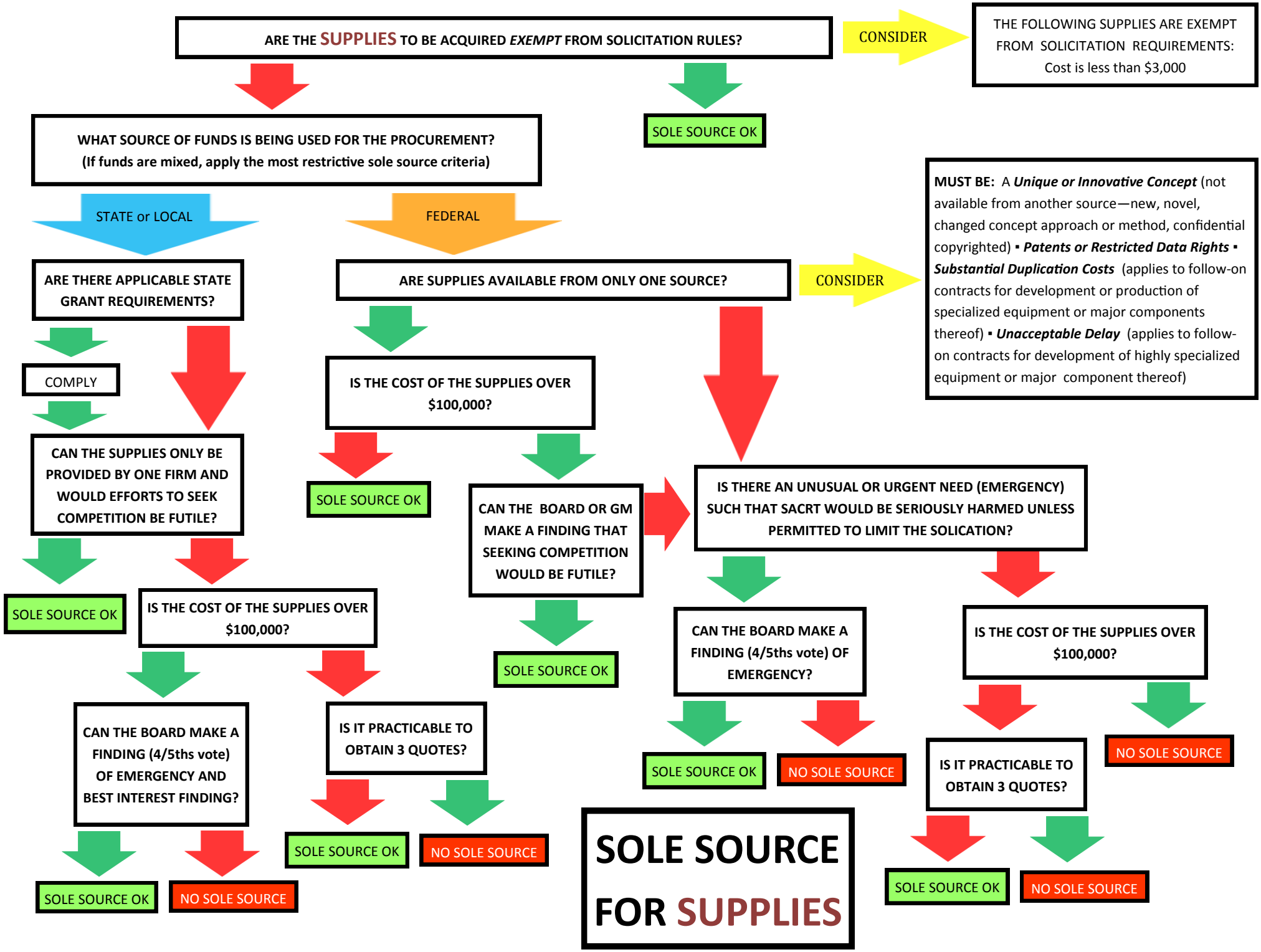
ARE THE SUPPLIES TO BE ACQUIRED EXEMPT FROM SOLICITATION RULES?
CONSIDER
THE FOLLOWING SUPPLIES ARE EXEMPT FROM SOLICITATION REQUIREMENTS: Cost is less than $3,000
SOLE SOURCE OK
WHAT SOURCE OF FUNDS IS BEING USED FOR THE PROCUREMENT? (If funds are mixed, apply the most restrictive sole source criteria)
STATE or LOCAL
FEDERAL
ARE THERE APPLICABLE STATE GRANT REQUIREMENTS?
COMPLY
CAN THE SUPPLIES ONLY BE PROVIDED BY ONE FIRM AND WOULD EFFORTS TO SEEK COMPETITION BE FUTILE?
SOLE SOURCE OK
IS THE COST OF THE SUPPLIES OVER $100,000?
CAN THE BOARD MAKE A FINDING (4/5ths vote) OF EMERGENCY AND BEST INTEREST FINDING?
SOLE SOURCE OK
NO SOLE SOURCE
IS IT PRACTICABLE TO OBTAIN 3 QUOTES?
SOLE SOURCE OK
NO SOLE SOURCE
ARE SUPPLIES AVAILABLE FROM ONLY ONE SOURCE?
CONSIDER
MUST BE: A Unique or Innovative Concept (not available from another source—new, novel, changed concept approach or method, confidential copyrighted) ▪ Patents or Restricted Data Rights ▪ Substantial Duplication Costs (applies to follow-on contracts for development or production of specialized equipment or major components thereof) ▪ Unacceptable Delay (applies to follow-on contracts for development of highly specialized equipment or major component thereof)
IS THE COST OF THE SUPPLIES OVER $100,000?
SOLE SOURCE OK
CAN THE BOARD OR GM MAKE A FINDING THAT SEEKING COMPETITION WOULD BE FUTILE?
SOLE SOURCE OK
IS THERE AN UNUSUAL OR URGENT NEED (EMERGENCY) SUCH THAT SACRT WOULD BE SERIOUSLY HARMED UNLESS PERMITTED TO LIMIT THE SOLICATION?
CAN THE BOARD MAKE A FINDING (4/5ths vote) OF EMERGENCY?
SOLE SOURCE OK
NO SOLE SOURCE
IS THE COST OF THE SUPPLIES OVER $100,000?
NO SOLE SOURCE
IS IT PRACTICABLE TO OBTAIN 3 QUOTES?
SOLE SOURCE OK
NO SOLE SOURCE
SOLE SOURCE FOR SUPPLIES