LOS ANGELES UNIFIED SCHOOL DISTRICT PROCUREMENT SERVICES DIVISION

Request for Single Source and Non-Competitive Sole Source Approval

Please complete all sections. The requested office is responsible for providing the required documents via the attached checklist and obtaining all signatures prior to submittal to the Procurement Services Division (PSD).

*Attach a draft Board informative and submit the final signed copy immediately following approval of this form by PSD.

Section I: Client/Contract Sponsor			Request Date:
School/Office:	Location Code:	Region:_	BD:
Contact Person:	Title:		
Phone:	Email:	MAN	
Section II: Type of Transaction Contract Amendment Purchase O	order □Othe	Type of Agreement/0	Obligation:
Section III: Type of Purchase Material-Supply/Equipment Services-Pro	ofessional/General/Cons	truction DOther:	
Funding Information:			
Cost Center:GL Account:	Fund:		_Func. Area:
Project WBS: Orde	er:	Grant:	
Section IV: Vendor Information			
Vendor Name:	Contac	t Person:	
Address:			
Phone:	Email:		
Type of Good or Service:	V: Additional Infor		te(s):
A. Background: Explain history for the need of this request.	· J		
B. Scope of Work: Provide a detailed description of commo quantity, per unit price, and the total estimated quantity X			e following details: exact/estimated
C. Why is this necessary? Explain why this service is requi	ired.		8
D. Why is this firm selected? Do we have prior experience provided unique or proprietary in nature? Please include v granted-named vendor, indicate.			
E. Explain why this contract could not be competitively bid process required by the Board. If there is a possibility competitive awards provided for under Section 6.302-1 of request. The entire text of Section 6.302-1 of the FAR can	that federal funds will be the Federal Acquisition	used, please indicate	e which of the criteria for non-

It is the policy of the Los Angeles Unified School District to conduct full and open competition for its acquisitions, regardless of the agreement price. Therefore, before any solicitation can be issued without competition, the requestor must state compelling reasons for waiving the competition requirement.

Request for Single Source and Non-Competitive Sole Source Approval (Continued)

Contracting/procurement activities. I have conducted a fair and impartial effort to establish competition where appropriate and I have knowingly violated any conflict-of-interest requirements. Additionally, all supporting documents related to this transaction are attached here are available for inspection upon request. Section VII: Required Signatures			
the terms of any proposed agreement including the funding sources. Identify any savings over the previous year, "green" initiatives. I will not authorize a contract/vendor to commence services or ship products unless a fully executed contract (other than a master service agreen work order (where required by contract) or purchase order has already been issued by Procurement. I am aware that anyone who willfully and intentionally violates the procedures may be personally liable for the costs of services or goods incurre the District. Principal/Department Leader/Designee Initial: Region Superintendent/Cabinet Member/Designee Initial: Certify that to the best of my knowledge, I have not knowingly violated any applicable laws, rules, or policies regarent retrieval to the best of my knowledge, I have not		ramifications of taking action versus not takin	ng actions, including delay for
work order (where required by contract) or purchase order has already been issued by Procurement. 2. I am aware that anyone who willfully and intentionally violates the procedures may be personally liable for the costs of services or goods incurred the District. 2. Principal/Department Leader/Designee Initial: 2. Principal/Department Leader/Designee Initial: 3. Region Superintendent/Cabinet Member/Designee Initial: 4. Certify that to the best of my knowledge, I have not knowingly violated any applicable laws, rules, or policies regace contracting/procurement activities. I have conducted a fair and impartial effort to establish competition where appropriate and I have knowingly violated any conflict-of-interest requirements. Additionally, all supporting documents related to this transaction are attached to are available for inspection upon request. 3. Section VII: Required Signatures Requestor's Name: 4. Title: 5. Sequestor's Name: 5. Title: 5. Date: 4. Principal/Department Leader/Designee 5. Signature 5. Date PROCUREMENT SERVICES DIVISION Name of Senior Contract Administration Manager/Designee 5. Signature 5. Signature 5. Date 1. Principal/Designee 5. Signature 5. Date			
The District. Principal/Department Leader/Designee Initial: Coriffy that to the best of my knowledge, I have not knowingly violated any applicable laws, rules, or policies regarding procurement activities. I have conducted a fair and impartial effort to establish competition where appropriate and I have nowingly violated any applicable laws, rules, or policies regarding the properties of the properties			ct (other than a master service agreement)
Certify that to the best of my knowledge, I have not knowingly violated any applicable laws, rules, or policies regarding procurement activities. I have conducted a fair and impartial effort to establish competition where appropriate and I have knowingly violated any conflict-of-interest requirements. Additionally, all supporting documents related to this transaction are attached to are available for inspection upon request. Section VII: Required Signatures	, , , , , , , , , , , , , , , , , , , ,	es the procedures may be personally liable for	r the costs of services or goods incurred b
Section VII: Required Signatures Requestor's Name:	Principal/Department Leader/Designee Initial:	Region Superintendent/Cabinet Membe	er/Designee Initial:
Requestor's Name:	contracting/procurement activities. I have conducted a fair knowingly violated any conflict-of-interest requirements. Add or are available for inspection upon request.	and impartial effort to establish compet ditionally, all supporting documents related	tition where appropriate and I have no
Signature:	Section	VII: Required Signatures	
FOR THE LAUSD SCHOOL/OFFICE Name of Principal/Department Leader/Designee Signature Date Name of Region Superintendent/Cabinet Member/Designee Signature Date PROCUREMENT SERVICES DIVISION Name of Senior Contract Administration Manager/Designee Signature Date Name of Chief Procurement Officer/Designee Signature Date FOR FACILITIES AND GOODS **COMPLETE ONLY IF TRANSACTION IS ABOVE BID LIMIT**	Paguastor's Nama:	Title:	
PROCUREMENT SERVICES DIVISION Name of Senior Contract Administration Manager/Designee Signature Date Name of Chief Procurement Officer/Designee Signature Date FOR FACILITIES AND GOODS **COMPLETE ONLY IF TRANSACTION IS ABOVE BID LIMIT**	Signature:	· · · · · · · · · · · · · · · · · · ·	
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FOR FACILITIES AND GOODS **COMPLETE ONLY IF TRANSACTION IS ABOVE BID LIMIT**	FOR THE LAUSD SCHOOL/OFFICE Name of Principal/Department Leader/Designee Name of Region Superintendent/Cabinet Member/Designee	Date:	Date
	FOR THE LAUSD SCHOOL/OFFICE Name of Principal/Department Leader/Designee Name of Region Superintendent/Cabinet Member/Designee PROCUREMENT SERVICES DIVISION	Signature Signature	Date
Name of General Counsel/Designee Signature Date	FOR THE LAUSD SCHOOL/OFFICE Name of Principal/Department Leader/Designee Name of Region Superintendent/Cabinet Member/Designee PROCUREMENT SERVICES DIVISION Name of Senior Contract Administration Manager/Designee	Signature Signature	Date Date Date
	FOR THE LAUSD SCHOOL/OFFICE Name of Principal/Department Leader/Designee Name of Region Superintendent/Cabinet Member/Designee PROCUREMENT SERVICES DIVISION Name of Senior Contract Administration Manager/Designee Name of Chief Procurement Officer/Designee	Signature Signature Signature	Date Date Date Date
Name of Chief Facilities Executive/Designee Signature Date	FOR THE LAUSD SCHOOL/OFFICE Name of Principal/Department Leader/Designee Name of Region Superintendent/Cabinet Member/Designee PROCUREMENT SERVICES DIVISION Name of Senior Contract Administration Manager/Designee Name of Chief Procurement Officer/Designee **COMPLETE	Signature Signature Signature ONLY IF TRANSACTION IS ABOVE BID LI	Date Date Date Date