

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 6108

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PROCEDURE TITLE: No Substitutes/Sole Source/College Standards

STATUTORY REFERENCE: Section 1001.65, Florida Statutes; Section 1010.04, Florida Statutes; State Board of Education Rule 6A-14.0734, Florida Administrative Code

BASED ON POLICY: VI-2 Bidding for Commodities and Services

EFFECTIVE DATE: August 2, 1978

LAST REVISION DATE: January 30, 2024

LAST REVIEW DATE: January 30, 2024

I. PURPOSE

This Procedure is established in order to clarify differences in NO SUBSTITUTES, SOLE SOURCES and COLLEGE STANDARDS, all which may permit the Purchasing Department to purchase a specific manufacturer's product without the competitive process.

II. PROCEDURE

A. No Substitutes

In some instances, it may be necessary to specify a brand name and model number, excluding any alternative items that may be offered by other manufacturers. When this is considered necessary, the statement, "NO SUBSTITUTES" should be included with the specifications that accompany a Department Requisition. A memorandum from the College department must accompany each "NO SUBSTITUTE" requisition with a justification. It should explain in detail why no other brands or models can be accepted. Explain the necessity for compatibility with existing equipment, if applicable. Show as clearly and concisely as possible why only this item will accomplish the required function.


The Purchasing Department reserves the right to make the final decision on a "NO SUBSTITUTE" request based on information provided in the memorandum. A "NO SUBSTITUTE" item may still be competitively bid as more than one vendor may carry a particular brand.

B. Sole Source

If there is only one vendor/manufacture that can sell a particular item, then that vendor may be considered a “SOLE SOURCE.” The determination of a sole source vendor is the responsibility of the Purchasing Department.

C. College Standards

The College may determine it is in its best interest to standardize a particular material, product, or item. The College will conduct an evaluation process to select a particular product, piece of equipment, or other item, such as furniture or computers. The Purchasing Department should ensure compliance with any established standards.

	01/30/2024
PRESIDENT	DATE