## MANUAL OF PROCEDURE

### PROCEDURE NUMBER: 6108

### PROCEDURE TITLE: No Substitutes/Sole Source/College Standards

### STATUTORY REFERENCE: FLORIDA STATUTES 1001.65(1) AND 1010.04(2) CHAPTER 6A-14.0734 STATE BOARD OF EDUCATION RULES

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

### EFFECTIVE DATE: August 2, 1978

### LAST REVISION DATE: November 8, 2005

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## 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 special 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 as to why NO SUBSTITUTES are allowed.

It should explain in detail why no other brands can be accepted. Explain the necessity for compatibility with existing equipment. 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/manufacturer that can sell a particular item, then that vendor is considered a “SOLE SOURCE”. The determination of a sole source vendor is the responsibility of the Purchasing Department.

C. COLLEGE STANDARDS

At times it may be in the best interest of the College to standardize on a particular product. The College would go through an evaluation process College-wide to select a particular product or piece of equipment such as furniture or computers. Once a standard has been established, the Purchasing Department should ensure that there are no deviations.