

# Montgomery College Procurement Office

900 Hungerford Drive, Suite 110  
Rockville MD 20850

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## SPECIAL PURCHASING REQUEST

(Purchases Exceeding \$2,500)

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Instructions: The information below will assist you in completing the Special Purchasing Request form when recommending emergency, specific brand, or requests for sole source purchases. The attached form must be completed and attached to the request when procurements are anticipated to exceed \$2,500 (See Board Policy 7.5).

### **Recommending Emergency Procurement**

An emergency procurement is defined as a sudden and unexpected occurrence or condition, which could not be reasonably foreseen and which poses an actual and immediate threat to normal operation of the College. When requesting approval of an emergency procurement, requestors must notify the Director of Procurement and provide, under Justification for Special Request, the actual and immediate threat to normal operation affected.

### **Recommending Specific Brand**

A specific brand is the purchase of a model, type, or specific product that should be standardized to meet interchangeability or specialized needs. Requestors must indicate on the Special Request Form, under Justification for Special Request, one or more of the following reasons for the Specific Brand.

1. The product will be purchased repeatedly over a period of time and will require compatibility of purchases.
2. The purchase of the product will reduce the variety and quantity of maintenance of inventory parts.
3. The purchase will produce demonstrable savings in training or enhance technical expertise.
4. The purchase of existing equipment, systems, or inventories is compatible only with a specific product.
5. A continuous series of specific products is advantageous to the College.
6. Other (please explain)

### **Recommending Sole Source**

Sole source procurement is defined as the purchase of goods or services where only one source is available. Typically, sole source procurement is the least favored method of obtaining goods or services since competition is eliminated. The following information must be documented on the Special Request Form, under Justification for Special Request, when requesting approval of a sole source:

1. Demonstration of the need based on the above policy and the basis for the sole source
2. Statement that the costs are fair and reasonable
3. Description of the survey/analysis conducted
4. Listing of sources expressing an interest, or that there was no interest expressed
5. Total cost of goods/services including maintenance, installation, etc.

**Attachment:** Special Purchasing Request form

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# SPECIAL PURCHASING REQUEST FORM

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Requisition Number: \_\_\_\_\_

Date: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Circle Appropriate Action:**

*Specific Brand*

*Sole Source*

*Emergency*

## **Description of Requirement**


## **Justification for Special Request**


**List Alternate if Brand/Source is Not Available:**

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*SIGNATURES*

*Approved*

*Disapproved*

\_\_\_\_\_  
*Account Manager*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Director of Procurement*

\_\_\_\_\_  
*Date*

\_\_\_\_\_

\_\_\_\_\_