

Special Procurement:

Software and Hardware Maintenance, Licenses, Subscriptions, and Upgrades

 Date:

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| **OVERVIEW** |

**Approved Class Special Procurement: Software and Hardware Maintenance, Licenses, Subscriptions, Other Digital Resources, and Upgrades**. The District may directly enter into a Contract or renew existing Contracts for information technology and telecommunications hardware or software maintenance, software licenses and subscriptions (including for programs, applications, and other digital or electronic resources), and upgrades without competitive solicitation where the maintenance, upgrades, subscriptions, and licenses are either available from only one source or, if available from more than one provider, are obtained from the District's current provider in order to utilize the pre-existing knowledge of the vendor regarding the specifics of the District's hardware or software system. (PPS 47-02887(11))

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| **SUBMISSION INSTRUCTIONS** |

To satisfy the written findings requirements for justification of a special procurement for software and hardware maintenance, licenses, subscriptions, other digital resources, and upgrades, please fill in all applicable fields, obtain an appropriate department signature, and submit the completed form to Purchasing & Contracting with your contract, IT purchasing request, or purchase order.

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| Department:       |
| Vendor Name:       |
| Product Name:       |
| Intended Term of Use: Start Date:       End Date:       |
| Approximate Cost for Intended Term:       |

1. Describe the maintenance, license, subscription, or upgrade:

1. Justification for purchase from this vendor [Check ONE and provide explanatory information]:

[ ]  The maintenance, upgrade, subscription, digital resource, or license is available from only one source.

Explain:

OR

[ ]  The maintenance, upgrade, subscription, digital resource, or license is available from more than one source, but is obtained from the District’s current provider in order to utilize the pre-existing knowledge of the vendor regarding the specifics of the District’s hardware or software system.

Explain:

My recommendation for this Special Procurementis based upon an objective review of the goods and services required and is in the best interest of the District. I certify that I have no conflict of interest in making this recommendation.

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Signature Date

Printed Name of Department Director