TO:

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SUBJECT:

UNIVERSITY
of ALAS KA
Many Traditions One Alaska

Deborah A. Moore, UAF Associate Director of Procurement & Research Services Mary Beth Overturf, Director, UAA Procurement Service~

Richard Hitchcock, UAS Procurement Service Marir I

John Hebard, Chief Procurement Officer '7 ft<JPt.
February 6, 2019

Blanket Sole Source Determination - Faculty-Specified Items or Services for Academic
Application in the Classroom

The University of Alaska is established by the State Constitution as the single statewide public university system for the State. The University is a land grant and sea grant institution with three responsibilities:
(1) providing instructional and educational services to citizens of the State; (2) discovery and dissemination of new knowledge related to Alaska and the North through research; and (3) public service.

In fulfillment of these enumerated responsibilities, the University relies upon the expertise of its faculty to conduct the academic instruction of its students for provision of quality education. Quality instructional and educational services are of paramount importance to the University and the citizens of the State. Substitution of items or services which differ from those required by faculty to fulfill classroom needs may compromise instructional and educational quality.

Therefore, whenever faculty has determined that only a particular item or service is suitable for academic application in the classroom, either sole source or brand name procurement is both appropriate and justified, as applicable.

When the above circumstances exist, the purchase requisition must specify that faculty has determined the requested items are required for academic application in the classroom, and that no substitute is acceptable. When warranted, the user must also state there is no other known source for the items or services requested.

Upon appropriate specification by the user, on a purchase requisition, as prescribed herein, sole source procurement is authorized. This determination is made pursuant to AS 36.30.300 based on the findings above that under the stated conditions valid justification exists for sole source procurement.

REVISED FEB 19