



The School District of Springfield R-12
BRAND NAME OR STANDARDIZATION JUSTIFICATION
Purchases \$3,500 and Above
(Final approval by Purchasing is required before the purchase.)

<p>A brand name description is defined as: A name, term, symbol, design, or any combination thereof used in specifications to describe a product by a unique identifier specific to a particular seller or manufacturer that distinguishes it from its competition.</p> <p>Standardization is defined as - The adoption of a single product or group of products to be used by different entities or all parts of one organization. (Nash, Schooner, & O'Brien, 1998)</p> <p>The agency understands that:</p> <ul style="list-style-type: none"> • Use of brand name descriptions and standardization is the least preferred type of specification as it limits competition and potentially equivalent products are not considered for award. • Procurements of items for which the District has established a standard of designating a brand name manufacturer or by pre-approving via testing shall be competitively bid if there is more than one supplier for the item. 	
<p>THE REQUESTER PROVIDES THE FOLLOWING JUSTIFICATION FOR REQUIRING</p> <p><input type="checkbox"/> Brand Name justification</p> <p><input type="checkbox"/> Standardization justification</p>	
<p>What product and/or services are you standardizing:</p>	
<p>This brand name or standardization is necessary because (Check all that apply):</p> <p><input type="checkbox"/> Interchangeability</p> <p><input type="checkbox"/> Expertise</p> <p><input type="checkbox"/> Compatibility</p> <p><input type="checkbox"/> Maintenance</p> <p><input type="checkbox"/> Regulation/Law</p> <p><input type="checkbox"/> Uniformity</p> <p><input type="checkbox"/> Prior Functionality Testing</p> <p><input type="checkbox"/> Other - _____</p> <p><input type="checkbox"/> Other - _____</p>	
<p>Describe the reasons above.</p>	
<p>Describe the process that the site/department used to verify or test that this was the only suitable solution. Attached additional sheets if necessary.</p>	
<p>How was performance effectiveness demonstrated?</p>	

<p>Include existing conditions, prior history, and equipment longevity or durability.</p>	
<p>If the standardization or brand name is not approved, what is the consequence to the agency? For example, additional costs or expenses that could be incurred.</p>	
<p>What are the associated risks of non-standardization?</p>	
<p>List any additional facts supporting the standardization or brand name justification.</p>	
<p>STATEMENT OF NEED AND CERTIFICATION: My site/department's recommendation for brand name or standardization is based upon an objective review of the product/service required and appears to be in the best interest of the District. I know of no conflict of interest on my part or personal involvement in any way with this request. No gratuities, favors or compromising action have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials or firms been a deciding influence in this request.</p> <p>I hereby certify that this justification is accurate and complete to the best of my knowledge and belief.</p>	
<p>Site/Department Administrator Signature:</p>	<p>Date:</p>
<p>Printed Name:</p>	<p>Title:</p>
<p align="center">INFORMATION TECHNOLOGY – For any technology purchases including software</p> <p>Based upon the above, I authorize the sole source acquisition of the goods or services specified.</p>	
<p>Signature:</p>	<p>Date:</p>
<p>Printed Name:</p>	
<p align="center">PURCHASING MANAGER</p>	
<p>Based upon the above, I authorize the brand name or standardization of the goods or services specified.</p> <p>_____</p> <p>Signature Date</p>	

Note: If additional space is required, use additional sheets of paper and submit with this completed form. Signed form along with a written quote from the provider must be attached electronically to your requisition in Munis.