

Title:		Contents:	PP-1500
“DO NOT SUBSTITUTE” REQUESTS		Submitted By:	Purchasing Division
		Approved By:	Purchasing Agent
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“Do Not Substitute” Requisitions

Requisitions that contain a “Do Not Substitute” request, although not necessarily a sole source, is a request to limit competition, and as such, must be adequately justified. The department must include with their requisition, reasons for wanting to limit competition. Generally, the reason is due to a need to match existing conditions or an inter member with existing equipment.

Bid Solicitation

Bid solicitation must not indicate “Do Not Substitute.” Some bidders interpret this as an attempt to restrict their right to bid and may use this as an invitation for filing a bid protest.

The bid solicitation should describe the existing equipment to provide the bidders with the necessary information to determine if they can offer equipment, which will meet the department’s needs. The solicitation should state evaluation of offers will include the degree to which equipment offered will match the conditions and/or inter member with existing equipment to maintain overall system effectiveness.