



**PROCUREMENT SERVICES**  
**160 S Hollywood Street, COE-Room 126**  
**Memphis, TN 38112**

**October 23, 2020**

**To: All District Offices/Schools**

**Subject: Brand/Manufacturer Name Excluded in Specifications for Solicitations**

This notification is to all District staff that submits goods and/or services specifications for quotes and formal Bid/RFP/RFQ solicitations. The brand or manufacturer name must be **excluded** from the specifications for goods and/or services. The stakeholder **must** submit all substantial detailed specifications of goods and/or services to Procurement Services when a solicitation is required.

Upon receipt of the requisition, specification details, and any other required documentation, a Procurement Services' sourcing staff member will coordinate with the stakeholder the facilitation of the sourcing event.

For questions regarding future solicitations, please contact Procurement Services at 416-5376 or send an email to: [procurementservices@scsk12.org](mailto:procurementservices@scsk12.org).

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