



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

December 04, 2020

To: All District Offices/Schools

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

This is an update to the notification to District staff published on October 23, 2020 in reference to the specification requirement for goods and/or services for quotes and formal Bid/RFP/RFQ solicitations. **The brand or manufacturer name must be excluded from the specifications for goods and/or services, unless the stakeholder includes a minimum of three (3) brand/manufacturer names (indicating “or approved equal”) with the specifications.** 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.

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