

SOLE SOURCE REQUEST FORM

A Sole Source Procurement is appropriate only if a purchase requirement is reasonably available from a single supplier or if it otherwise qualifies under the attached Utah Administrative Code R33-3-401.

ALL SOLE SOURCE REQUESTS OVER \$1,999 MUST BE APPROVED BY THE **CHIEF PROCUREMENT OFFICER** BEFORE A PURCHASE ORDER CAN BE ISSUED. ANY REQUEST OVER \$50,000 MUST BE PUBLISHED A MINIMUM OF 5 DAYS FOR PUBLIC COMMENT.

Note: Use the Tab key to advance to the next field

Department/School Requesting Authorization

Contact Person

Title

Email

Product or Service to be Purchased

Cost (include renewal period)

Sole Source Supplier

Contact Person

Address

Phone Number

Email Address

Vendor Number

Complete the following if no vendor number exists.

Federal Tax ID/SSN

Type of Supplier corporation partnership proprietorship government other

Remit to Address

Fax Number

Web Page Address

It is anticipated the procurement will result in a

District contract

Email this form to the appropriate buyer prior to contract negotiations. No purchase requisition is required. Request term of contract (include any renewal options).

Purchase Order

Submit a purchase requisition into Skyward, email this form along with a copy of the vendor's quotation to the appropriate buyer or to the purchasing department for approval.

The Sole Source Request is based on which of the following (check all that apply):

- Compatibility of equipment/service **(complete sections A and B)**
- Trial or testing **(complete section C)**
- Equipment/Service is only available from a single supplier in the U.S. **(complete section A)**
- Purchased items are for resale
- Other **(complete section A)**

SECTION A - GENERAL INFORMATION

1. What is unique about this product or service to justify a sole source?
2. Could the product/service be reasonably modified to allow for competition?
3. Explain the market research performed to make the sole source recommendation.
4. List of the names of the other suppliers contacted, contact person and a summary of their response.
5. Does the requestor have any personal, financial or fiduciary relationship with the recommended supplier?
 Yes No (If 'Yes' complete disclosure must be included with this request).

SECTION B - COMPATIBILITY OF EQUIPMENT SERVICE

1. Describe the existing equipment that this purchase must be compatible with, include the original purchase price and date of purchase.
2. What is the remaining life expectancy of the existing equipment?
3. What procurement method was used to purchase the existing product/service? (Bid, RFP, Sole Source, Etc.)
(Provide the solicitation number of other reference material.)

SECTION C - TRIAL OR TESTING

1. Why is the trial use or testing necessary?
2. What is the anticipated end result of the trial or test?
3. Do any other suppliers provide this product or service? Yes No, if 'Yes':
 - a List the company names.
 - b Will any of their products be tested? Yes No If 'No' why not?

4. What criteria were used to choose this supplier?

5. What is the scope/size and location within the district of this test or trial?

R33-3-4 Sole Source Procurement

3-401 Conditions For Use of Sole Source Procurement

Sole source procurement shall be used only if a requirement is reasonably available from a single supplier. A requirement for a particular proprietary item does not justify sole source procurement if there is more than one potential bidder or offeror for that item.

Examples of circumstances which could necessitate sole source procurement are:

- (1) where the compatibility of equipment, accessories, replacement parts, or service is the paramount consideration;
- (2) where a sole supplier's item is needed for trial use or testing;
- (3) procurement of items for resale;
- (4) procurement of public utility services.

The determination as to whether a procurement shall be made as a sole source shall be made by the procurement officer. Each request shall be submitted in writing by the using agency. The officer may specify the application of the determination and its duration. In cases of reasonable doubt, competition should be solicited. Any request by a using agency that a procurement be restricted to one potential contractor shall be accompanied by an explanation as to why no other will be suitable or acceptable to meet the need.

3-402 Negotiation in Sole Source Procurement

The procurement officer shall conduct negotiations, as appropriate, as to price, delivery, and terms.

Requested by:

Approved:

Authorized Signature
Title

Date

Kurt A. Prusse
Chief Procurement Officer

NOTE When submitted by email type requestors name on the signature line. The email will constitute the electronic signature