

**AWARD OF CONTRACT WITHOUT ENGAGING IN A STANDARD  
PROCUREMENT PROCESS REQUEST FORM**

**Provisions for Use**

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1. Award of a contract/purchase without engaging in a standard procurement process is appropriate if it can be determined in writing that:
  - i. there is only one source for the procurement item;
  - ii. transitional costs\* are a significant consideration in selecting a procurement item;
  - iii. or the award of a contract is under circumstances, described in Utah Administrative Code R33-8, that make awarding the contract through a standard procurement process impractical and not in the best interest of the District.
2. An urgent or unexpected circumstance, need or requirement for a procurement item does not justify the award of a contract/purchase without engaging in a standard procurement process.

\*"Transitional costs"- means the costs of changing from an existing provider of a procurement item to another provider of that procurement item; or from an existing type of procurement item to another type; includes training costs; conversion costs; compatibility costs; costs associated with system downtime; disruption of service costs; staff time necessary to implement the change; installation costs; and ancillary software, hardware, equipment, or construction costs; and does not include the costs of preparing for or engaging in a procurement process; or contract negotiation or drafting costs.

**Authorizations Required BEFORE Making a Purchase**

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1. For requests exceeding \$2,000 this form must be completed, approved and signed by the applicable budget Administrator.
2. Attach this completed form into Skyward as part of a purchase requisition, along with a copy of the quote from the vendor to the buyer in Purchasing responsible for the needed item.
3. Approval of the purchase order (PO) will be notice to the requesting unit of approval of the contract/purchase without engaging in a standard procurement process.

**Form Instructions**

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1. Complete each section and provide as much information as possible to fully respond. Please click on the grey fields to insert your information. Use your tab key to advance to the next field. Please complete all fields below.
2. For professional service purchases/contracts – attach the proposed scope of work, contract, or memorandum of understanding that has been developed as part of this Intent to Award a Contract without Engaging in a Standard Procurement Process Request Form.
3. For products – attach the quote received from the vendor, so that Purchasing can confirm the quote. Quotes cannot be marked as confidential, as they may be published.
4. Requests missing information will be rejected and returned to the contact person for completion. Purchasing may seek additional information from the contact person.

**This first page will not be publicly posted; however, all subsequent pages may be posted, as is, for public notice and comment. Please be complete in your answers.**

## Requesting Contact Information

Department/School Name:			
Contact Person and Title:			
E-mail Address:		Telephone Number:	
Does the requestor or anyone at the requesting department/school have any personal, financial, or fiduciary relationship with the proposed vendor? Yes No Comments			

## Item or Service

Description of procurement item to be purchased:		
Estimated total value of the purchase (include all years if applicable):		
Freight Cost (F.O.B. Destination, Freight Prepaid):		
Contract	<ol style="list-style-type: none"> <li>1. <b>Insert requested term of contract and renewal options:</b> (The maximum contract term is five (5) years. If the requested term will be longer than five years, written justification is required.)</li> <li>2. <b>The Department/School may not make the procurement until the solicitation process is completed and a contract is written and signed by the Department/School, the vendor, and the Purchasing Department.</b></li> </ol>	
Purchase Order	<ol style="list-style-type: none"> <li>1. <b>If the total purchase will be greater than \$2,000 the Department/School may not make the procurement until after the solicitation process is completed, the PO is signed by the Purchasing Department, and the PO is delivered to both the Department/School and the vendor.</b></li> </ol>	

## Vendor Information

Vendor Name:	
Vendor Contact Person:	
Vendor E-mail Address:	
Vendor Telephone Number:	
Vendor Ordering Address:	
Vendor Remittance Address:	
<i>All items in the above section are required.</i>	

Complete the following if no vendor number exists in Skyward:

Vendor Federal Tax ID# (TIN): (9 Digits):	
Type of Vendor:	

CHECK THE BOX THAT IDENTIFIES WHY A CONTRACT/PURCHASE ORDER SHOULD BE AWARDED WITHOUT ENGAGING IN A STANDARD PROCUREMENT PROCESS:		
	There is only one source for the procurement item.	Complete section A
	Transitional costs are a significant consideration in selecting a procurement item and the results of a cost-benefit analysis demonstrate that transitional costs are unreasonable or cost-prohibitive, and that the award of a contract without engaging in a standard procurement process is in the best interest of the procurement unit	Complete section B
	The award of a contract is under circumstances, described in Utah Administrative Code R33-8, that make awarding the contract through a standard procurement process impractical and not in the best interest of the procurement unit.	Complete section C

**SECTION A: ONLY ONE SOURCE**

1.	What is unique about this procurement item to justify an award of contract without engaging in a standard procurement process? (Explain in detail why the service or product is only available from a single supplier.)
2.	Could the procurement item be reasonably modified to allow for competition?
3.	Explain the market research performed.
4.	What research have you conducted to ensure the requested procurement item is not available on an existing district or state cooperative contract?
5.	If there is only one source for the procurement item, list the names of other similar vendors contacted, contact person, and a summary of their response,

**SECTION B: TRANSITIONAL COSTS – If you have selected Section B you must also complete Attachment A – Cost Benefit Analysis**

1.	Describe the existing equipment, technology, software, accessories, replacement parts, or service, hereafter referred to as equipment; include the original purchase price and date of purchase for the existing equipment.
2.	Please supply the following: <ul style="list-style-type: none"> <li>a. Procurement method that was used to purchase the existing equipment/service? (IFB, RFP, Sole Source):</li> <li>b. Bid number, P.O. number, Requisition number, or sole source number for the existing equipment/service:</li> <li>c. Contract number for the existing equipment/service:</li> </ul>
3.	Complete “Attachment A - Cost-Benefit Analysis”, as <b>required</b> by Utah Procurement Code 63G-6a-802 that demonstrates transitional costs are unreasonable or cost-prohibitive.

**SECTION C: STANDARD PROCUREMENT PROCESS IMPRACTICABLE**

1.	Cite the applicable rule from Utah Administrative Code R33-8 that provides awarding the contract through a standard procurement process as impractical and not in the best interest of the procurement unit under the circumstances; including any supporting documentation.
2.	Please supply the following, if applicable: <ul style="list-style-type: none"> <li>a. Procurement method that was used to purchase the existing equipment? (IFB, RFP, Sole Source):</li> <li>b. Bid number, P.O. #, Requisition #, or sole source number for the existing equipment/services:</li> <li>c. Contract number for the existing equipment/services:</li> </ul>

**Administration Approval:**

Authorized Budget Administrator	Date

**Recommend Award:**

**Final Approval:**

JSD Buyer	Date	Director of Purchasing	Date



**Purchasing Department**  
 7905 S Redwood Rd, West Jordan, UT 84088  
 Phone: 801-567-8710 Fax: 801-567-8700  
 www.jordandistrict.org

## ATTACHMENT A – COST BENEFIT ANALYSIS

Utah Code Annotated §63G-6a-802 (Utah Procurement Code) anticipates instances where the cost to transition from a product or services is unreasonable or cost-prohibitive. These costs are referred to as transitional costs by definition. Transitional costs means the costs of changing from an existing provider of a procurement item to another provider of that procurement item; or from an existing type of procurement item to another type; includes training costs; conversion costs; compatibility costs; costs associated with system downtime; disruption of service costs; staff time necessary to implement the change; installation costs; and ancillary software, hardware, equipment, or construction costs; and does not include the costs of preparing for or engaging in a procurement process; or contract negotiation or drafting costs.

Because there are vendors who “could” compete for the product or service (this request is not a sole source) if not for the transitional costs, the law requires additional details to support the determination in the form of a cost benefit analysis. The purpose is to flush out the figures to support the determination. This form is to be completed for all proposed contracts/purchases where transitional costs (Section B) are cited for not competing the opportunity. **The form must be completed in its entirety and be submitted with the main form above.**

	Original Purchase of Current Product/Service	Continuation with Current Provider (no transition costs)	Costs to Transition to New Product/Service
Acquisition Price			
Training Costs			
Implementation Costs			
Conversion Costs			
Compatibility Costs			
System Downtime Costs			
Staff Time			
Other Cost			
<b>Total</b>			

Comments to support the figures provided.