



SOLE SOURCE REQUEST FORM

ALL SOLE SOURCE REQUESTS OVER \$5,000 MUST BE PRE-APPROVED BY THE PURCHASING DEPARTMENT.

- A Sole Source Procurement is appropriate if Purchasing approves in writing that: (a) there is only one source for the procurement item; (b) the award to a specific supplier, service provider, or contractor is a condition of a donation that will fund the full cost of the supply, service, or construction item; or (c) the procurement item is needed for trial use or testing to determine whether the procurement item will benefit the procurement unit.
- The following does not meet the requirements of a sole source procurement:
 - An urgent or unexpected circumstance or requirement for a procurement item.
 - The only supplier in Utah.
 - Personal preference with a single supplier.
 - Business needs alone do not meet the legal criteria for sole source purchase without also meeting one of the particular sole source criteria.
 - Price, promo discounts, quote expiration, etc. (Final price is negotiated after sole source approval but is not considered as a sole source criteria).
- Please see Utah State Law 63G-6a-802 below for questions regarding the State Law requirements for award of sole source procurement and University Rule R3-100B (links listed at bottom of form).
- A Sole Source request for a purchase valued at \$50,000 or more is publically posted on the Purchasing Department's website for 7 consecutive days. This is required by the Utah Procurement Code and University Regulations to allow for public/supplier input.
- An emergency as defined by University Policy 3-100 as a threat to public health, welfare, safety, property, or other harm including risk of causing financial harm to the University or significantly disrupting University operations. Emergency procurement requests should be made directly to the Purchasing Department, 801-581-7241, and should not be made using this form.

Instructions:

Complete each section and provide as much information as needed to fully respond.

Department Name:	
Requisition Number:	
Department Contact/Requestor (include first and last name, phone number, and email address):	
Description of Product / Service to be Purchased:	
Total Cost for the Purchase or Total Cost for Entire Term of the Contract:	
Supplier Name:	
Quotation/Scope of Work/Detailed Specifications from Supplier are attached.	<input type="checkbox"/> Yes

For Internal Use Only:

Purchasing Buyer Validation	Date_____
Director of Purchasing or Designee Approval:	Date_____
Public Posting	<input type="checkbox"/> Yes, Date _____ <input type="checkbox"/> No (Under \$50,000.00)

Define why there is only one source by checking all that apply below and completing the corresponding action at the right.		
<input type="checkbox"/>	There is only one source for the procurement item.	Complete section A
<input type="checkbox"/>	Compatibility with existing equipment, technology, software, accessories, replacement parts, or service, including professional services, is the paramount consideration.	Complete section B
<input type="checkbox"/>	Transitional costs from existing equipment, technology, software or a service including professional services are unreasonable or cost prohibitive.	Complete sections A and B
<input type="checkbox"/>	The award to a specific supplier, service provider, or contractor is a condition of a donation that will fund the full cost of the supply, service, or construction item.	Complete section C
<input type="checkbox"/>	A procurement item is needed for trial use or testing to determine whether the procurement item will benefit the business unit.	Complete section D

Please complete all fields in your selected section(s) below. Requests missing information will be returned to requestor for completion.

Section A: ONLY ONE SUPPLIER

1.	Explain in detail why the service or product is <u>only</u> available from a single supplier. For equipment, please define in detail the proprietary specifications and how they apply to your intended use. Explanation must include a statement that the requestor validates this is the only source.
2.	Explain why variations or modifications cannot be made to the product/service in order to allow for competition.
3.	Explain the market research performed to make the sole source recommendation?
4.	List the names of other similar vendors contacted, contact person(s), and a summary of their response, if there is only one source for the procurement item.
5.	Complete disclosure must be included with this request if the requestor has any personal, financial, or fiduciary relationship with the recommended vendor. (Please Attach)

Section B: COMPATIBILITY OF EQUIPMENT/TRANSITIONAL COSTS

1.	Describe the existing equipment, technology, software, accessories, replacement parts, or service, <u>hereafter referred to as "equipment"</u> , with which this purchase must be compatible; include original purchase price and date of purchase for the existing equipment.
2.	Please supply the following:
	a. Requisition number and/or PO number for the existing equipment
	b. Asset number for the existing equipment
3.	What is the actual or estimated remaining life expectancy of the existing equipment?
4.	What are the transitional costs for moving to new equipment? (please see Utah State Code 63G-6a-802: http://le.utah.gov/xcode/Title63G/Chapter6a/63G-6a-S802.html for definition of transitional costs)
	a. Cost Benefit Analysis (<i>required as part of transitional cost justification</i>)

Section C: THE AWARD TO A SPECIFIC SUPPLIER, SERVICE PROVIDER, OR CONTRACTOR IS A CONDITION OF A DONATION THAT WILL FUND THE FULL COST OF THE SUPPLY, SERVICE, OR CONSTRUCTION ITEM

1.	Is the award to a specific supplier, service provider, or contractor a condition of a donation that will fund the full cost of the supply, service, or construction item?
2.	Who made the donation?
3.	Documentation and terms of donation specifying the named supplier is attached. <input type="checkbox"/>

Section D: A PROCUREMENT ITEM IS NEEDED FOR TRIAL USE OR TESTING TO DETERMINE WHETHER THE PROCUREMENT ITEM WILL BENEFIT THE BUSINESS UNIT

1.	Why is the trial use or testing necessary? (Explain the purpose of the trial use or testing of the procurement item.)
2.	What is the anticipated end result of the trial or test?
3.	Do any other similar vendors provide this product or service?
	a. If yes, list the company names:
	b. Will their products be tested?
4.	What criteria were used to choose this vendor?
5.	What is the scope, size, and location of test or trial?
6.	Contracts for trial and testing must follow the criteria listed in Utah State Law 63G-6a-802.3 (see below). <input type="checkbox"/> Yes
7.	The period for a trial use or testing of a procurement item under a trial use contract may not exceed 18 months, unless the procurement officer provides a written exception documenting the reason for a longer period. <i>Note: Contact the purchasing department when trial period is almost over or has ended for further procurement requirements if the trial product or similar product is desired.</i> <input type="checkbox"/> Yes

Reference State of Utah Procurement Code

63G-6a-802. Award of contract without competition -- Notice -- Extension of contract without engaging in standard procurement process. <http://le.utah.gov/xcode/Title63G/Chapter6a/63G-6a-S802.html>

Reference University Procurement Rule

University Rule 3-100B: Solicitation of Bids, Proposals, Sole Source and the Award of Procurement Contracts. <http://regulations.utah.edu/administration/rules/R3-100B.php>

Version: July 2016