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**2020 VICE PRESIDENTIAL DEBATE SOLE SOURCE (NON-STANDARD) PROCUREMENT PROCESS REQUEST FORM**

MUST BE PRE-APPROVED BY THE PURCHASING DEPARTMENT FOR PURCHASES OVER THE SMALL DOLLAR THRESHOLD

* This Sole Source Procurement Form authorizes procurement of provisions relating to a vice presidential debate be made without engaging in a standard procurement process. Utah Code § 63G-6a-802(1)(d)
  + Publication of notice of a procurement for a vice presidential debate is not required. Utah Code § 63G-6a-802(3)(b)(iii).
  + Requirement to negotiate contract terms, including price and delivery, that are in the best interest of the University.
  + Pre-payment requests must be in writing and separately approved by the Director of Purchasing.

**Part 1:**

Complete each section and provide the information requested.

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| --- | --- |
| **Department Name:** |  |
| **Requisition Number:** |  |
| **Department Contact Person:** |  |
| **Department Contact phone number:** |  |
| **Department Contact email address:** |  |
| **Description of Product / Service:** |  |
| **Total Cost for the Purchase or Total Cost for Entire Term of the Contract:** |  |
| **Total Term of the Contract:** |  |
| **Supplier Name:** |  |
| **Supplier Quote/Scope of Work/Detailed Specifications/Agreement are attached.** | Yes |
| **Vendor has completed one of the University IT Questionnaires for software purchases (excludes maintenance and licensing renewal) and attached.**  ***University IT Questionnaires*** [***click here***](https://it.utah.edu/tech-questionnaires.php) | Yes |
| **Conflict of Interest Disclosure:** Complete disclosure of all relevant outside relationships and interests must be included with this request. **Please select (A) or (B)** and, if appropriate, attach additional documentation as described below. Each decision-maker involved in directing the sole source selection to the vendor must fill out and sign a separate COI disclosure.  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I confirm the following (select A or B):  (A)   1. I am not an officer, director, agent, or employee of the recommended vendor. 2. I (and my spouse and minor children) do not have a Substantial Interest greater than $2,000 (exclusive of insurance policies and annuities) in the recommended vendor. “Substantial Interest” means the ownership of at least 10% of the outstanding capital stock of, or a 10% interest in, the recommended vendor. 3. I do not have a Significant Financial Interest (as defined by the University of Utah Policy 1-006: Individual Financial Conflict of Interest Policy) in the recommended vendor.   (B) If I do have any of the interests or relationships described above in (A) in the recommended vendor, I confirm that I have formally disclosed those interests or relationships to the University through the Business Relationship Reporting (“BRR”) System available online through the Conflict of Interest Office’s website. <https://faculty.utah.edu/brr> (please attach a copy of the requester’s most recent BRR disclosure form). | |
| |  | | --- | | **Provide a brief explanation below of the business purpose for this transaction**. | |  |   **For Internal Purchasing Use Only:**   |  |  | | --- | --- | | **Purchasing Buyer Validation** | Date\_\_\_\_\_\_\_\_\_\_ | | **Director of Purchasing Approval:** | Date\_\_\_\_\_\_\_\_\_\_ | |  |

**Reference State of Utah Procurement Code, 63G‑6a‑802.** Award of contract without competition ‑‑ Notice ‑‑ Extension of contract without engaging in standard procurement process. [**Click Here**](http://le.utah.gov/xcode/Title63G/Chapter6a/63G-6a-S802.html) for Website Link to 63G-6a-802

**Reference University Purchasing Policies, Rules, and Procedures including R3-100B.**

[**Click Here**](https://fbs.admin.utah.edu/purchasing/university-purchasing-policies-rules-and-procedures/) **for Website Link to Purchasing Policies, Rules, and Procedures**

**Version: August 2020**