

## **Sole Source Request**

### **ALL SOLE SOURCE PROCUREMENTS MUST BE PRE-APPROVED USING THIS FORM**

- **This completed form must be submitted to and be approved by the District Procurement Officer or the Board of Education before contract negotiation or creation.**
- **Sole source procurement is permitted where there is only one source for the procurement item OR transitional costs are a significant consideration in selecting a procurement item OR the award of the contract is under circumstances, described in Procurement Policy Board rule, that make awarding the contract through a standard procurement process impractical and not in the best interest of the District. An urgent or unexpected circumstance or need for a procurement item does NOT justify sole source procurement.**
- **Complete each section of this form, providing as much information as needed to fully respond**

Provide a detailed description of the service or product to be procured, including total dollar value (with, if applicable, the actual or estimated life cycle cost of maintenance and service agreements):

Identify the justification or justifications for sole source procurement and complete the corresponding section or sections (check all that apply).

\_\_\_\_\_ There is only one source for the procurement item. (Section 1)

\_\_\_\_\_ Transitional costs are a significant consideration in selecting the procurement item and the results of a cost-benefit analysis demonstrate that transitional costs are unreasonable or cost-prohibitive and awarding a contract without engaging in a standard procurement process is in the best interest of the District. (Section 1, Section 2)

\_\_\_\_\_ There are circumstances as described by Procurement Policy Board rules which make awarding the contract through a standard procurement process impractical and not in the best interest of the District. (Section 3)

## Section 1: General Information

1. What characteristics of this item justify a sole source procurement?  
(Provide a detailed explanation of why this item is only available from a single source).
2. Could the specifications reasonably be modified to allow for competition?  
Explain.
3. Describe the market research which has been done before arriving at the sole source recommendation.
4. Identify similar vendors contacted regarding the needed procurement item and summarize the information received from those vendors.
5. Completely describe any personal, financial, or fiduciary relationship between the requester and the recommended vendor.

## Section 2: Transitional Costs

1. Provide a detailed description of the existing equipment, technology, software, accessories, or service.
  
2. Identify the procurement method used to obtain the existing item.
  
3. Provide the purchase price and the date of purchase for the existing item.
  
4. What is the actual or estimated remaining life expectancy of the existing item?
  
5. Describe by nature and amount the transitional costs which would be incurred in moving to a different item. (Transitional costs are the costs of changing from an existing provider or from one type of item to another, including training costs, conversion costs, compatibility costs, costs associated with system downtime, disruption of service costs, staff time needed to implement the change, installation costs, and ancillary software, hardware, equipment, or construction costs.)
  
6. Attach the cost-benefit analysis (as required by Utah Code § 63G-6a-802) that demonstrates that transition costs are unreasonable or cost-prohibitive.

### Section 3: Standard Procurement Process Impractical

1. What is the Procurement Policy Board rule which provides that awarding the contract through a standard procurement process is impractical and not in the best interest of the District under the circumstances.
  
2. Provide any documentation required by the rule relied on or showing that the rule is applicable.
  
3. Identify the procurement method used to obtain the existing item.
  
4. Provide the purchase price and the date of purchase for the existing item.
  
5. What is the actual or estimated remaining life expectancy of the existing item?
  
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