



SOLE SOURCE REQUEST

Requests missing information will be rejected and returned to the requestor for completion.

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

ALL SOLE SOURCE REQUESTS OVER \$2,000 MUST BE PRE-APPROVED BY UTAH STATE UNIVERSITY PURCHASING SERVICES.

Department Requesting Authorization: _____

Contact Person and Title: _____

E-mail Address: _____

Telephone Number: _____

Product/Service to be purchased: _____

Cost: _____

Recommended Supplier: _____

Contact Person: _____

E-mail Address: _____

Telephone Number: _____

Complete address including zip code: _____

Type of Supplier (check one): corporation partnership government
 proprietorship/individual other

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

- Compatibility of equipment/service (please complete sections A and B)
- Equipment/service is only available from a single supplier in the U.S. (please complete section A).
- Compatibility of professional services (please complete section A).

Section A: GENERAL INFORMATION

1. What is unique about this product/service to justify a sole source?

2. Could the product/service be reasonably modified to allow for competition? Yes No

3. Explain the market research performed to make the sole source recommendation. Must include price comparisons to other products/services similar, but not equal to, the product in question.

4. List the names of suppliers contacted, contact person and a summary of their responses. Please attach any quotations obtained in this process.

5. If the requestor has any personal, financial or fiduciary relationship with the recommended supplier, the complete disclosure of such must be included with this request. (Please complete and attach the Declaration of Business and Conflict of Interest forms.)

Yes No

Section B: COMPATIBILITY OF EQUIPMENT/SERVICE

1. Describe the existing equipment that this purchase must be compatible with; original purchase price and the date of purchase.

2. What is the remaining life expectancy of the existing equipment? _____

3. What procurement method was used to purchase the existing equipment? Please provide the requisition number, bid number or purchase order number.

Requested by:

Approved by:

_____ Department Signature

_____ Utah State University Purchasing Service

_____ Title _____ Date

_____ Title _____ Date

NOTE: If submitted by email, enter the requestors' name on the signature line. The email will constitute the electronic signature.

STATE OF UTAH
Division of Purchasing

Utah Administrative Code R33-3-401: Conditions For Use of Sole Source Procurement

Sole source procurement shall be used only if a requirement is reasonably available (only) 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. 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 (department) 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.