

**Sole Source Request Form**

- **PRIOR to placing an order or making a purchase commitment**, please email this completed form along with a copy of the quote from the vendor to [purchasing@alpinedistrict.org](mailto:purchasing@alpinedistrict.org).
- **Attach a detailed description of the product or service needed.**
- **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.
- Award of contract without engaging in a standard procurement process is appropriate if Purchasing determines in writing that: there is only one source for the procurement item; transitional costs are a significant consideration in selecting a procurement item; or the award of a purchase is under circumstances, described in rules adopted by the Alpine School District, that make awarding the purchase through a standard procurement process impractical and not in the best interest of the District.
- An urgent or unexpected circumstance or requirement for a procurement item does not justify the award of contract without engaging in a standard procurement process.
- Requests that are missing information may be rejected and returned to the contact person for completion. Purchasing may seek additional information from the contact person.

**Complete the following vendor information:**

Vendor Name:
Vendor Contact Person:
Vendor Email Address:
Vendor Telephone Number:
Vendor Ordering Address:
<b>All items in the above section are required.</b>

Vendor Federal Tax ID# (EIN/TIN): (9 Digits):	
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**School/Department Contact Information:**

Department/School Name:	
School/Department Contact Person and Title:	
Email Address:	Telephone:
Has a description of the service or product needed been attached to this Request Form? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> (If not, Purchasing will not process this form.)	

It is anticipated that this procurement will result in a:

	RESULT	ACTION
<input type="checkbox"/>	<b>Contract</b>	The school/department may NOT make the procurement until the process is completed; and a contract is written and signed by the vendor and Purchasing.
<input type="checkbox"/>	<b>Purchase Order</b>	The school/department may NOT make the procurement until after the process is completed, the purchase order is signed by Purchasing and delivered to the vendor and the school/department.
<input type="checkbox"/>	<b>P-Card</b>	The school/department may NOT make the procurement until after the process is completed.

<b>Brief description of product or service:</b>	
<b>Estimated value of the procurement:</b>	\$
<b>Freight cost, if any</b>	\$

<input type="checkbox"/>	<b>Attach a detailed explanation of the service or product needed.</b>
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<input type="checkbox"/>	<b>Conflict of Interest Disclosure.</b> Does the requestor have any personal, financial, or fiduciary relationship with the vendor? (Yes / No) If yes, please attach an explanation.
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<input type="checkbox"/>	<b>Attach the quote received from the vendor</b>
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<b>Check the Box that Identifies Why a Purchase Should be Awarded Without Engaging in a Standard Procurement Process:</b>		
<input type="checkbox"/>	There is only one source for the procurement item.	Complete Section A
<input type="checkbox"/>	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
<input type="checkbox"/>	The award of purchase is under circumstances, described in rules adopted by Alpine School District, that make awarding the purchase 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.	Explain the market research performed.
3.	What research have you conducted to ensure the requested procurement item is not available through any other source?
4.	If there is only one source for the procurement item, list the names of other similar vendors contacted, including contact name and phone number, and a summary of their response,

**SECTION B: TRANSITIONAL COSTS (NOT to be used by school/department unless requested by Purchasing)**

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:
	a. Procurement method that was used to purchase the existing equipment? (IFB, RFP, Sole Source):
	b. Solicitation number for the existing equipment:
	c. Contract number for the existing equipment:
3.	Attach the cost-benefit analysis, as required by Utah Code Section 63G-6a-802 that demonstrates that transitional costs are unreasonable or cost-prohibitive.

**SECTION C: STANDARD PROCUREMENT PROCESS IMPRACTICABLE**

1.	Check the box that indicates that awarding the purchase through a standard procurement process is impractical and not in the best interest of the school/department under the circumstances; including any supporting documentation.
	<input type="checkbox"/> A purchase from a specific supplier, service provider, or contractor is a condition of a donation or grant that will fund the full cost of the supply, service, or construction item.
	<input type="checkbox"/> An item where compatibility (matching) is the overriding consideration.
	<input type="checkbox"/> A used item that presents a unique, specialized, or time-limited buying opportunity.