

**Dixie State University
Purchasing Department
Sole Source Request Form**

Please complete each section with as much information as appropriate to fully respond. Sole source procurement is appropriate only if a purchase requirement is reasonably available from a single supplier or if it otherwise qualifies under the attached Utah Administrative Code. Attach this form to your requisition.

Department Requesting Authorization _____

Contact Person and extension _____

Product or Service to be purchased (be very specific please)

Approximate Expected Cost _____

Recommended Supplier _____

Contact Person and Phone Number _____

The Sole Source request is based on which of the following (check all that apply)

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

Section A. General Information

1. What is unique about this product/service to justify a sole source (be very specific)?
2. Could the product/service be reasonably modified to allow for competition?
3. Explain the market research performed to make the sole source recommendation.
4. List the names of suppliers contacted, contact person and a summary of their response.

5. If the requestor has any personal, financial or fiduciary relationship with the recommended supplier, attach a complete disclosure statement to this form.

Section B. Compatibility of Equipment/Service

1. Describe the existing equipment that this purchase must be compatible with, including the original purchase price and 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? Provide the solicitation number or purchase order number.

Section C. Trial or Testing

Refer to 63G-6a-802.3

1. Why is the trial use or testing necessary?
2. What is the anticipated end result of the trial or test?
3. Do any other suppliers provide this product or service? Yes No
a. If yes, list the company names.
b. Will their products be tested? If not, why will they not be tested? Yes No
4. What criteria were used to choose this supplier?
5. What is the scope/size and location of test or trial?

Requested by:

Print Name Date

Approved:

Scott Jensen, Executive Director of Business Services Date

---OR---

Denied:

Scott Jensen, Executive Director of Business Services Date

Sole Source Request Rules

Exceptions to Procurement Requirements R33-8

Sole source contract awards do not involve a standard procurement process and should only be used when justified after reasonable research has been conducted to determine if there are other available sources, and an analysis has been conducted to determine if a sole source award is cost justified.

Circumstances for which a sole source contract award may be justified include procurements where:

- (1) Equipment or service is only available from a single supplier in the U.S.
- (2) An item where compatibility is the overriding consideration
- (3) Trial Use or Testing (not to exceed 18 months)

The determination as to whether a procurement shall be made as a sole source shall be made by Business Services. In cases of reasonable doubt, competition will be solicited.

Revised April 2018