**Provisions for Use**

* Award of a contract/purchase without engaging in a standard procurement process (bids/quotes) is appropriate if it can be determined in writing that:

1. there is only one source for the procurement item;
2. transitional costs\* are a significant consideration in selecting a procurement item;
3. or the award of a contract is under circumstances, described in rules adopted by the applicable rule-making authority, that make awarding the contract through a standard procurement process impractical and not in the best interest of the procurement unit.

* An urgent or unexpected circumstance or requirement for a procurement item does not justify the award of contract/purchase without engaging in a standard procurement process.

\*"Transitional costs"- means the costs of changing from an existing provider of a procurement item to another provider of that procurement item; or from an existing type of procurement item to another type; includes training costs; conversion costs; compatibility costs; costs associated with system downtime; disruption of service costs; staff time necessary to implement the change; installation costs; and ancillary software, hardware, equipment, or construction costs; and does not include the costs of preparing for or engaging in a procurement process; or contract negotiation or drafting costs.

## Authorizations Required

* All requests over $1,000 must be pre-approved by the Operations Department.

1. Approved requests between $1,000 and $5,000 using school funds will be sent back to the school. The school will place the order and will retain the form with the purchase documentation.
2. Approved requests using district funds or any exceeding $5,000 are required to be processed by Operations. Upon notice of approval from Operations, a requisition should be entered into Alio for the purchase.

* Email this completed form along with a copy of the quote from the vendor to the District Procurement Officer.

**Please fill out the form with as much information as possible.**

**Department/School Requesting Authorization:** Click here to enter text.

**Contact Person:** Click here to enter text.

**Email:** Click here to enter text.

**Does the requestor or anyone at the requesting department/school have any personal, financial, or fiduciary relationship with the proposed vendor?** Click here to enter text.

## Item or Service

**Product or Service to be purchased:** Click here to enter text.

**Cost of item/service (include renewal period)** Click here to enter text.

**Sole Source Supplier:** Click here to enter text.  **Shipping Cost:** Click here to enter text.

**Contact Person Address** Click here to enter text. **Phone Number:** Click here to enter text.

**Vendor Number (in Alio):** Click here to enter text.

**Email Address:** Click here to enter text.

## Complete the following if no vendor number exists in Alio.

Vendor Federal Tax ID#: (9 Digits) Click here to enter text.

Type of Vendor: Click here to enter text.

Vendor Website Address: (if applicable) Click here to enter text.

|  |  |  |
| --- | --- | --- |
| **Check the box that identifies why a contract/purchase order should be awarded without engaging in a standard procurement process:** | | |
|  | There is only one source for the procurement item. | Complete Section A |
|  | 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 the best interest of the procurement unit. | Complete Section B |
|  | The award of a contract is under circumstances, described in rules adopted by the applicable rulemaking authority that make awarding the contract through a standard procurement process impractical and not in the best interest of Nebo School District. | Complete Section C |

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| **It is anticipated that the procurement will result in:** | | |
| **Check one** | Contract | **1.** Insert requested term of contract**: \_**and renewal options:(The standard contract term is one year with potential renewal options up to five years.) If there requested term will be longer than five years, written justification is required.  **2.** The Department/School may not make the procurement until the solicitation process is completed and a contract is written and signed by the Department/School, the vendor, and the Purchasing Department. |
|  | Purchase Order | **1.** The Department/School should email this form along with a copy of the vendor's price quote to the Purchasing Department [ryan.pitcher@nebo.edu](mailto:ryan.pitcher@nebo.edu) for approval. |

## Section A: ONLY ONLY ONE SOURCE

1. **What is unique about this procurement item to justify an award of contract without engaging in a standard procurement process?**

Click here to enter text.

1. **Could the procurement item be reasonably be modified to allow for competition?**

Click here to enter text.

1. **Explain the market research performed.**

Click here to enter text.

1. **What research have you conducted to ensure the requested procurement item is not available on an existing district or state cooperative contract? List the names of other similar vendors contacted and a summary of their response.**

Click here to enter text.

## Section B: TRANSITONAL COSTS

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.**

Click here to enter text.

1. **What procurement method was used to purchase existing equipment? (IFB, RFP, Sole Source, Etc) Provide reference material.**

Click here to enter text.

## Section C: STANDARD PROCUREMENT PROCESS IMPRACTICAL

**1. Cite the applicable rule adopted by the applicable rule-making authority that provides that awarding the contract through a standard procurement process is impractical and not in the best interest of the procurement unit. Please include any supporting documentation.**

Click here to enter text.

## PLEASE SCROLL DOWN TO SIGNATURE PAGE BELOW.

|  |  |
| --- | --- |
| Requested by (greater than $1,000) | |
| Click here to enter text. | Click here to enter text. |
| **Department/School Administrator** | Date |
| **Approved by District Purchasing Agent for Award (less than $50,000)** | |
|  |  |
| **Purchasing Agent (Ryan Pitcher)** | Date |
| **Approved by Superintendent/Board (greater than $50,000)** | |
|  |  |
| **Superintendent/Board of Education** | Date |

**APPROVALS:**

Note: When submitted by email – type requestors name on the signature line. The email will constitute the electronic signature. (Only for requestor)