

# SOLE SOURCE PROCUREMENT JUSTIFICATION FORM

## Emery County School District

Utah Procurement Rules R33-3-401

Sole source procurement shall be used only if a requirement is reasonably available from one supplier. A requirement for a particular proprietary item does not justify a sole source purchase if there is more than one potential bidder or offeror for that item.

Any request for a sole source procurement will be submitted to the Business Administrator with this form providing appropriate justification for the request. The Business Administrator will review the information. Any request for sole source procurement shall be submitted in writing by the requesting school/department to District purchasing for review. In cases of reasonable doubt, competition should be solicited. The final determination as to whether procurement shall be made as a sole source, shall be made by the Business Administrator.

*Requesting School / Department:* \_\_\_\_\_

*Product or Service to be Purchased:* \_\_\_\_\_

*Recommended Supplier:* \_\_\_\_\_ *Estimated Cost:* \_\_\_\_\_

*Sole Source request is based on the following:*

- Compatibility of equipment or services to existing equipment or services in District*
- Trial or Testing*
- Equipment or service is only available from a single supplier in U.S.*

*Provide an explanation of justification for sole-source procurement:*

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*Signature of Requestor:* \_\_\_\_\_

*Business Administrator Review*

- Approved*
- Denied*

*Comments:*

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*Business Administrator Signature:* \_\_\_\_\_