

**SOLE SOURCE/SINGLE SOURCE PROCUREMENT
JUSTIFICATION FORM
Provo City 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. Examples of circumstances which could necessitate a sole source purchase 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) Purchase of items for resale. 4) Purchase of public utility services”.

Any request of \$351 or more by a school or department, that procurement be restricted to one potential vendor or contractor, shall be accompanied by an explanation as to why no other vendor-contractor will be suitable or acceptable to meet the need. A requirement for a particular proprietary item does not justify a sole source procurement if there is more than one potential bidder or offeror. Each request shall be submitted in writing by the requesting school/department to the purchasing department 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 Purchasing Department (see PCSD Procurement Policy).

Please write any explanation and justification in the space provided below. Provide all supporting documentation. Use a separate sheet if necessary.

Vendor/Contractor: _____
Date of Request: _____
Requesting School/Department: _____
Signature of Requestor: _____ Date: _____
Signature of Supervising Administrator: _____ Date: _____
Purchasing Department Approval: _____ Date: _____

Explanation/Justification