

AWARD OF CONTRACT WITHOUT ENGAGING IN A STANDARD PROCUREMENT PROCESS REQUEST FORM

Department/School Contact Information

DKSS150861

Department/Division Name:	Olympus Cheer		
Contact Person and Title:	Lexi Farr		
E-mail Address:	lvfarr@graniteschools.org	Telephone Number:	8012014597
Does the requestor or anyone at the requesting department/school have any personal, financial, or fiduciary relationship with the proposed vendor?			

Item or Service

Description of procurement item to be purchased:	Cheer Camp 2020-2021
Estimated value of the contract/purchase order:	\$9,100.00
Freight Cost (F.O.B. Destination, Freight Prepaid):	\$0.00
Contract	<ol style="list-style-type: none"> 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 the 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	<ol style="list-style-type: none"> 1. If the total purchase will be less than \$1,000.00 then the Department Administrator or Principal can review, approve and sign, this form. The form is to be kept with the purchase documents. No signature is required in the Purchasing Department signature fields. 2. If the total purchase will be between \$1,000.00 and \$4,999.99 the Department/School may not make the procurement until after the solicitation process is completed and this form is returned and signed by a Purchasing Agent or the Director of the Purchasing Department. 3. If the total purchase will be greater than \$5,000.00 the Department/School may not make the procurement until after the solicitation process is completed, the PO is signed by the Purchasing Department, and the PO is delivered to both the Department/School and the vendor.

Vendor Information

Vendor Name:	K & M Uyetake Enterprises - Utah Xtreme Cheer
Vendor Contact Person:	Kory Uyetake
Vendor E-mail Address:	utahxtremecheer@hotmail.com
Vendor Telephone Number:	
Vendor Ordering Address:	8531 S. 700 W. Unit C
Vendor Remittance Address:	Same
<i>All items in the above section are required.</i>	

Complete the following if no vendor number exists in QCC:

Vendor Federal Tax ID# (TIN): (9 Digits):	
Type of Vendor:	Click to use the drop-down menu to select the type of vendor.

CHECK THE BOX THAT IDENTIFIES WHY A CONTRACT/PURCHASE ORDER SHOULD BE AWARDED WITHOUT ENGAGING IN A STANDARD PROCUREMENT PROCESS:		
X	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 in 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 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.)
	We are going to 2 cheer camps. There are only 2 companies that offer cheer camps for our school so we need both bids.
2.	Could the procurement item be reasonably modified to allow for competition?
	Yes but we are going to use both bids received.
3.	Explain the market research performed.
	Utah Xtreme Cheer and Varsity UCA camp are the camps we will be attending.
4.	What research have you conducted to ensure the requested procurement item is not available on an existing district or state cooperative contract?
	Varsity does have a contract with the district and we will be attending their camp as well as Utah Xtreme Cheer Camp.
5.	If there is only one source for the procurement item, list the names of other similar vendors contacted, contact person, and a summary of their response,
	Utah Xtreme Cheer, Varsity UCA.

SECTION B: TRANSITIONAL COSTS – If you have selected Section B you must also complete Attachment A – Cost Benefit Analysis

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. Bid number, P.O. #, Requisition #, or sole source number for the existing equipment:
	c. Contract number for the existing equipment:
3.	Complete "Attachment A - 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.	Cite the applicable rule adopted by the applicable rulemaking authority that provides that awarding the contract through a standard procurement process is impractical and not in the best interest of the procurement unit under the circumstances; including any supporting documentation.
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2.	Please supply the following, if applicable:
a.	Procurement method that was used to purchase the existing equipment? (IFB, RFP, Sole Source):
b.	Bid number, P.O. #, Requisition #, or sole source number for the existing equipment:
c.	Contract number for the existing equipment

Approvals

Approved (less than \$1,000.00) or Requested by (greater than \$1,000.00):	
Department/School Administrator	Date
Approved by Purchasing Agent for Award (less \$25,000.00):	
	7-8-20
Purchasing Agent <i>Danielle Kitchan</i>	Date
Approved by Director for Award (greater than \$25,000.00):	
Director of Purchasing	Date