



• All information provided on this document may be used for public notice and comment when required. Therefore, please be complete in your answers. The Purchasing Department will not approve documents which are deemed to lack sufficient information/evidence to support the request.

**Granite School District**

**Purchasing and Warehouse Department**

2500 South State Street, Salt Lake City, UT 84115-3110

Phone: 385-646-4518 Fax: 385-646-4209 [www.graniteschools.org/purchasingwarehouse/](http://www.graniteschools.org/purchasingwarehouse/)

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

**Department/School Contact Information**

<b>Department/Division Name:</b>		Granite School District	
<b>Contact Person and Title:</b>		Kristin Fitzgerald Bookkeeper	
<b>E-mail Address:</b>	krfitzgerald@graniteschools.org	<b>Telephone Number:</b>	385-646-3301
Does the requestor or anyone at the requesting department/school have any personal, financial, or fiduciary relationship with the proposed vendor? no			

**Item or Service**

<b>Description of procurement item to be purchased:</b>		No-Peek Keyboard Cover
<b>Estimated value of the contract/purchase order:</b>		998.00
<b>Freight Cost (F.O.B. Destination, Freight Prepaid):</b>		\$99.80
<input type="checkbox"/>	<b>Contract</b>	<ol style="list-style-type: none"> <li>1. <b>Insert requested term of contract: _____ and renewal options: _____</b> (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.)</li> <li>2. <b>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.</b></li> </ol>
<input type="checkbox"/>	<b>Purchase Order</b>	<ol style="list-style-type: none"> <li>1. <b>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.</b></li> <li>2. <b>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.</b></li> <li>3. <b>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.</b></li> </ol>

**Vendor Information**

<b>Vendor Name:</b>	B.E. Publishing
<b>Vendor Contact Person:</b>	sales@bepublishing.com
<b>Vendor E-mail Address:</b>	sales@bepublishing.com
<b>Vendor Telephone Number:</b>	888-781-6921
<b>Vendor Ordering Address:</b>	P.O. Box 8558 Warwick, RI 02888
<b>Vendor Remittance Address:</b>	P.O. Box 8558 Warwick, RI 02888
<i>All items in the above section are required.</i>	

**Complete the following if no vendor number exists in QCC:**

<b>Vendor Federal Tax ID# (TTN): (9 Digits):</b>	05-0513141
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Type of Vendor:	Sole Proprietorship/individual
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**CHECK THE BOX THAT IDENTIFIES WHY A CONTRACT/PURCHASE ORDER SHOULD BE AWARDED WITHOUT ENGAGING IN A STANDARD PROCUREMENT PROCESS:**

<input checked="" type="checkbox"/>	There is only one source for the procurement item.	Complete section A
<input type="checkbox"/>	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
<input type="checkbox"/>	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.) Other keyboard covers researched had either the keyboard keys printed on the top of the cover, were a clear plastic that was see through, or were a vinyl cover.
2.	Could the procurement item be reasonably modified to allow for competition? No
3.	Explain the market research performed. Searched all types of keyboard covers with the specifications given by the teacher wanting the covers.
4.	What research have you conducted to ensure the requested procurement item is not available on an existing district or state cooperative contract? Searched through several companies to see if the same products was offered.
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. Edclub sales@edclub.com They gave me a quote for keyboard covers but the covers had the keyboard keys printed on the top. These will be used to cover the hands so the students can not see the keys so they can learn proper key locations.

**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 <b>required</b> 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.
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

<b>Approved (less than \$1,000.00) or Requested by (greater than \$1,000.00):</b>	
	04/27/2022
Department/School Administrator	Date
<b>Approved by Purchasing Agent for Award (less \$25,000.00):</b>	
	5.2.22
Purchasing Agent	Date
<b>Approved by Director for Award (greater than \$25,000.00):</b>	
Director of Purchasing	Date