**Award of Contract without Engaging in a Standard Procurement Process Request Form**

*Only for Conferences and Outside Trainings which will be paid by P-Card*

* Sole source procurements must be in accordance with UCA §63G-6a-802 and Administrative Rule R33-8-101, 101a, 101c, 101d.
* When payment for conferences and outside training will be made using a P-Card and when sole source is applicable, Executive Branch agencies must use this document to provide the information required by Code and Rule for an award of a contract without engaging in a standard procurement process. This form may NOT be used for conference/training procurements which will be made by check.
* As an RQS approval process is not required for this form, it must be signed by an individual from the agency with signature authority.
* Payment for the conference cannot be made prior to the date on the signature line for the Division of Purchasing.
* Email the *Award of Contract without Engaging in a Standard Procurement Process Request Form* and backup documentation to [purchasingsolicitations@utah.gov](mailto:purchasingsolicitations@utah.gov). Include department number and “Conference payment by P-Card” as the email’s subject.
* A copy of this signed *Award of Contract without Engaging in a Standard Procurement Process Request* Form must be attached to the P-Card Monthly Log.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Department/Division Name:** | | | |  | | |
| **Requestor’s Name and Title:** | | | |  | | |
| **Requestor’s Email/Phone Number:** | | | |  | | |
| **Vendor Name:** | | | |  | | |
| **Vendor Contact Person:** | | | |  | | |
| **Vendor Email Address:** | | | |  | | |
| **Vendor Telephone Number:** | | | |  | | |
| **Number of Attendees:** | | | |  | **Registration Cost per Attendee:** |  |
| **Other Costs:** (booths, conference materials, etc.) | | | |  | **Total Payment to Vendor:** (no travel costs) |  |
| 1. Describe the conference or training and any information about additional costs beyond registration fees. Include URL for the conference, if applicable. | | | | | | |
|  |  | | | | | |
| 1. What is unique about this conference or training to justify an award of contract without engaging in a standard procurement process? (Explain in detail why this t is only available from a single supplier.) | | | | | | |
|  | |  | | | | |
| 1. Could the conference or training be reasonably modified to allow for competition? | | | | | | |
|  |  | | | | | |
| 1. What research have you conducted to ensure that requested conference or training is not available on an agency contract or an existing state cooperative contract? | | | | | | |
|  | | |  | | | |
| 1. If there is only one source for the procurement item, list the names of other similar vendors or conferences that were reviewed, the contact person or URL, and a summary of the findings or responses. | | | | | | |
|  |  | | | | | |
| 1. If the requestor has any personal, financial, or fiduciary relationship with the recommended vendor it must be disclosed in space below. | | | | | | |
|  |  | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Requested by:** | |  | **Approved:** |  |
|  | |  |  |  |
| *Authorized Agency Signature* | | *Date* | *Division of Purchasing* | *Date* |
| Title: |  | | Windy Aphayrath, Director of Purchasing | |

|  |  |  |
| --- | --- | --- |
| Recommend Award:  *(Division of Purchasing Only)* | | |
| **Solicitation Number:** |  |  |
| **State Purchasing Agent** | **Date** |

Applicable Code and Rule:

UCA §63G-6a-802 Award of contract without engaging in a standard procurement process -- Notice -- Duty to negotiate contract terms in best interest of procurement unit.

Administrative Rule R33-8-101. Award of Contract Without Engaging in a Standard Procurement Process

Administrative Rule R33-8-101a. Sole Source Contract Awards.

Administrative Rule R33-8-101b. Transitional costs – Cost-Benefit Analysis.

Administrative Rule R33-8-101c. Other Circumstances That May Make Awarding a Contract Through a Standard Procurement Process Impractical.

Administrative Rule R33-8-101d. Notice of Intent to Award a Contract Without Engaging in a Standard Procurement Process.