



### SOLE SOURCE REQUEST

Requests missing information will be rejected and returned to the requestor for completion.

Sole Source Procurement is only appropriate if a purchase requirement is reasonably available only from a single supplier or if it otherwise qualifies under the attached Utah Administrative Code R33-3-401

**ALL SOLE SOURCE REQUESTS OVER \$2,000 MUST BE PRE-APPROVED BY UTAH STATE UNIVERSITY PURCHASING SERVICES.**

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Department Requesting Authorization: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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Product/Service to be purchased: \_\_\_\_\_

Cost: \_\_\_\_\_

Recommended Supplier: \_\_\_\_\_

Contact Person: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Complete address including zip code: \_\_\_\_\_

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Type of Supplier (check one):     corporation                       partnership                       government  
    proprietorship/individual                       other

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Sole Source Request is based on which of the following (check all that apply):

- Compatibility of equipment/service (please complete sections A and B)
- Equipment/service is only available from a single supplier in the U.S. (please complete section A).
- Compatibility of professional services (please complete section A).



**STATE OF UTAH**  
**Division of Purchasing**

**Utah Administrative Code R33-3-401: Conditions For Use of Sole Source Procurement**

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

Examples of circumstances which could necessitate sole source procurement 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. procurement of items for resale;
4. procurement of public utility services.

The determination as to whether a procurement shall be made as a sole source shall be made by the procurement officer. The officer may specify the application of the determination and its duration. In cases of reasonable doubt, competition should be solicited. Any request by a using agency (department) that a procurement be restricted to one potential contractor shall be accompanied by an explanation as to why no other will be suitable or acceptable to meet the need.