

## SUU EXCEPTION REQUEST FORM

ALL EXCEPTION REQUESTS OVER \$500, MUST BE APPROVED BY THE PURCHASING DEPARTMENT.

- x An exception to the standard procurement process is appropriate if the SUU Purchasing Department agrees in that:
  - (a) there is only one source for the procurement item;
  - (b) compatibility/transitional costs;
  - (c) the procurement item is needed for trial use or testing to determine whether the item or service will benefit the department;
  - (d) An Emergency Procurement was necessary, as defined in the SUU Purchasing Policy.
- x An exception request for a purchase valued at \$50,000 or more is publicly posted on the SUU Purchasing Department's website for 7 consecutive days. This is required by the Utah Procurement Code and SUU Purchasing Policy to allow for public/supplier input.
- x The following does not meet the requirements of an exception to the standard procurement process:
  - o An urgent or unexpected circumstance or requirement for a procurement item.
  - o

**Section A: ONLY ONE SUPPLIER/SOLE SOURCE**

1.	Explain in detail why the service/product/equipment is <u>only</u> available from a single supplier.
2.	Explain the market research performed to determine this purchase was a <u>sole</u> ?
3.	Explain why variations or modifications cannot be made to the product/service in order to allow for competition.
4.	List the names of other similar vendors/contractors contacted, contact person(s), and a summary of their response

**Section B: COMPATIBILITY/TRANSITIONAL COSTS**

1.	Describe the existing service/product/equipment with which this purchase must be compatible. Include original purchase price and date.
2.	What is the estimated remaining life expectancy of the existing service/product/equipment?
3.	What are the estimated transitional costs for moving to new equipment.

**Section C: A PROCUREMENT ITEM IS NEEDED FOR TRIAL USE IN ORDER TO DETERMINE WHETHER THE PROCUREMENT ITEM WILL BENEFIT THE BUSINESS UNIT**

1.	Describe how this trial use contract for the new or novel procurement item will benefit your department.
2.	Describe why a trial use contract exception is necessary for this procurement item at this time as opposed to conducting a standard procurement process to procure the procurement item.
3.	What is the scope, size, timeframe desired, and location of the test or trial?

