

## **Procurement:**

### ***Exceptions to Standard Procurement Processes***

#### **Exceptions to Standard Procurement Processes—**

Any procurement by the District must either be done through one of the standard procurement processes or under a valid exception to those standard processes. The standard procurement processes are (1) bidding, as described in Policies CBB and CBC; (2) requests for proposals, as described in Policy CBD; and (3) small purchases, as described in Policy CBE. The exceptions to the standard procurement processes are sole source procurement, emergency procurement, community rehabilitation program procurement, and prison industry goods procurement. The requirements relating to each exception are set forth in this policy.

*Utah Code § 63G-6a-103(45) (2013); § 63G-6a-802 (2013); § 63G-6a-803 (2012); § 63G-6a-804 (2013); § 63G-6a-805 (2013)*

#### **Sole Source Procurement—**

##### ***Required Conditions for Sole Source Procurement***

The District may award a contract for a procurement item without competition if the Board of Education, the district Procurement Officer, or a designee of the Procurement Officer who is senior to the Procurement Officer makes a written determination that there is only one source for the procurement item or that the award to a specific supplier, service provider, or contractor is a condition of a donation that will fund the full cost of the supply, service, or construction item. Circumstances under which there is only one source for a procurement item may include:

- where the most important consideration in obtaining a procurement item is the compatibility of equipment, technology, software, accessories, replacement parts, or service;
- where a procurement item is needed for trial use or testing;
- where transitional costs are unreasonable or cost prohibitive; or
- procurement of public utility services.

“Transitional costs” mean the costs of changing from an existing provider of, or type of, a procurement item to another provider of, or type of, procurement item, including training costs, conversion costs, compatibility costs, system downtime, disruption of service, staff time necessary to put the transition into effect, installation costs, and ancillary software, hardware, equipment, or construction costs. “Transitional costs” do not include either the costs of preparing for or engaging in a procurement process or contract negotiation or contract drafting costs.

*Utah Code § 63G-6a-802(1) to (3) (2013)*

#### *Contract Extension*

The District may extend a contract for a reasonable period of time without engaging in a standard procurement process, if:

- the award of a new contract for the procurement item is delayed due to a protest or appeal;
- the standard procurement process is delayed due to unintentional error;
- changes in industry standards require significant changes to specifications for the procurement item;
- the extension is necessary to prevent the loss of federal funds;
- the extension is necessary to address a circumstance where the appropriation of state or federal funds has been delayed; or
- the extension covers the period of time during which contract negotiations with a new provider are being conducted.

*Utah Code § 63G-6a-802(6) (2013)*

#### *Required Notice*

Subject to rules issued by the Procurement Policy Board, before proceeding with a sole source procurement in excess of [\$30,000] [\$50,000], the District shall publish a notice of such action which:

- names the District as the entity conducting the procurement,
- provides contact information and other information relating to contesting, or obtaining additional information in relation to, the sole source procurement,
- states the earliest date that the procurement unit may make the sole source procurement,
- provides information on how to obtain further information related to the sole source procurement, and
- includes a general description of the procurement items that will be obtained by the District.

The notice shall be published in one or more of the following ways:

- in a newspaper of general circulation in the state, at least seven days before making the procurement,
- in a newspaper of general circulation within the District, at least seven days before making the procurement,
- on the District's main web site, for at least seven consecutive days before making the procurement, or
- on a state web site that is owned, managed by, or provided under contract with, the Utah Division of Purchasing and General Services for

posting a public procurement notice, for at least seven consecutive days before making the procurement.

The seven day periods for notice may be reduced if the District Procurement Officer or his or her designee signs a written statement that a shorter time is needed.

The District shall also make a copy of information related to the sole source procurement available for public inspection at the main District office or on the website of the District or of the Division of Purchasing and General Services.

*Utah Code § 63G-6a-406 (2013); § 63G-6a-802(4) (2013)*

### **Emergency Procurement—**

Notwithstanding any other District policy regarding procurement, the Procurement Officer or his or her designee may authorize an emergency procurement without using a standard procurement process when an emergency condition exists. The Procurement Officer or designee shall make the authorization in writing, stating the emergency condition upon which the emergency procurement is made and shall also ensure that the procurement is made with as much competition as reasonably practicable while avoiding harm, or a risk of harm, to the public health, safety, welfare, or property.

*Utah Code § 63G-6a-803 (2012)*

### **Procurement from Community Rehabilitation Programs—**

The Utah Purchasing from Persons with Disabilities Advisory Board establishes a preferred procurement contract list of goods and services available for purchase from community rehabilitation programs. developing, maintaining, and approving a preferred procurement contract list of goods and services. Unless the fiscal year threshold has been reached as stated below, the District shall purchase goods and services using this preferred procurement contract list if:

- the good or service offered for sale by a community rehabilitation program reasonably conforms to the needs and specifications of the District;
- the community rehabilitation program can supply the good or service within a reasonable time; and
- the price of the good or service is reasonably competitive with the cost of procuring the good or service from another source.

Procurement from this preferred procurement contract list may be done without using a standard procurement process.

The requirement that the District purchase available goods from this preferred procurement contract list does not apply during a particular fiscal year if the Division of Purchasing and General Services determines that the total amount of procurement contracts with community rehabilitation programs has reached \$5 million for that fiscal year.

*Utah Code § 63G-6a-805(4), (7), (9) (2013)*

### **Purchase of Prison Industry Goods—**

The District may purchase goods and services from the Utah Correctional Industries Division without following a standard procurement process. The director of Utah Correctional Industries publishes a catalog of goods and services which includes a description and price of each item offered for sale. In determining whether to procure a goods or services from the Correctional Industries Division, the Procurement Officer shall consider whether such procurement is in the best interests of the District, including for example (a) whether the good or service meets the reasonable requirements of the District, (b) when the good or service can be supplied by the division, and (c) whether the cost of the good or service, including basic price, transportation costs, and other expenses of acquisition, is competitive with the cost of procuring the item from another source.

*Utah Code § 63G-6a-804 (2013)*