

UNIVERSITY PROCEDURE 3-100C: Additional Exceptions to Procurement Requirements

The Utah Procurement Code generally requires use of a standard procurement process such as an invitation for bids or a request for proposals. State law provides for exceptions to the use of a standard procurement process which include the following:

- Purchases below designated procurement thresholds set forth in Rule 3-100D
- Sole Source procurements as set forth in Rule 3-100B
- Emergency procurement as defined in Policy 3-100.

Pursuant to state law and Regents Policy R571 8.3, this procedure designates additional circumstances under which use of a standard procurement process is impractical and not in the best interest of the University, which will be designated by the University as “sole source” procurement:

- instructional materials or other needed items for curriculum purposes based on pedagogical need and academic freedom of instructors;
- membership fees, conference registrations, seminars, subscriptions to intellectual content;
- conference venues;
- used equipment when determined to be more practical or advantageous to the institution;
- placement advertising in magazines, journals, newspapers, radio, television, online, buses, billboards, etc.;
- library journals, periodicals, and rare books;
- athletic game guarantees;
- guest lecturers, performers, entertainers, convocations;
- broadcasting rights, television programming, and associated fees;
- original works of art;
- study abroad travel expenses;
- travel, including commercial airfare and hotels;
- sub-recipients of sponsored projects contributing to the scope of work for the project;
- suppliers identified by name in an application submitted for sponsored research grant or award;
- supplies and/or services required by the National Collegiate Athletic Association (NCAA) or the PAC12;
- sponsorships;
- other circumstances approved by the director of purchasing or designee

Publication of Notice Not Required. Consistent with the Utah Procurement Code and Regents’ policy, publication of notice under Utah Code Section 63G-6a-802(3) is not required when the award is made under the circumstances described in this procedure.