

**AWARD OF A TRIAL USE OR TESTING PERIOD FOR CONTRACT AND/OR PURCHASE ORDER WITHOUT ENGAGING IN A STANDARD PROCUREMENT PROCESS REQUEST FORM**

ALL REQUESTS MUST BE PRE-APPROVED BY DSD PURCHASING, PER STATE OF UTAH RULE R33-8-201.

- Award of a trial use or testing period for contract and/or purchase order without engaging in a standard procurement process is appropriate, if DSD Purchasing determines in writing that: the procurement item is not readily available under an existing contract or the procurement item will be purchased in minimum quantity for a limited time (maximum of 18 months) for a testing period or trial use of the procurement item,
- Complete each section and provide as much information as needed to fully respond. Please click on the grey fields to insert your information. Use your tab key to advance to the next field. Please complete all fields below.
- Requests missing information will be rejected and returned to the contact person for completion. Purchasing may seek additional information from the contact person.

**Please be complete in your answers.**

**Complete the following vendor information:**

<b>Vendor Name:</b>	
<b>Vendor Contact Person:</b>	
<b>Vendor Email Address:</b>	
<b>Vendor Telephone Number:</b>	
<b>Vendor Ordering Address:</b>	
<b>Vendor Remittance Address:</b>	
<b>Vendor Number</b> (if available from Encore):	
<i>All items in the above section are required.</i>	

**Complete the following, if vendor does not exist in Encore:**

<b>Vendor Federal Tax ID# (TIN/FEIN)</b> (9 Digits):	
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**Requestor:**

<b>Department/School Name:</b>			
<b>Contact Person and Title:</b>			
<b>Email Address:</b>		<b>Telephone Number:</b>	

Trial Use or Testing Time Period for contract and/or purchase order (no longer than 18 months):
I understand that this trial use or testing period will terminate upon completion of the trial use or test period identified above.
I understand that this procurement item will not be purchased without a competitive bid process, after the completion of the trial use or testing period.
Estimated value of the trial use or test item for contract and/or purchase order:
Freight Cost (F.O.B. Destination, Freight Prepaid):
Test Perimeters (Start Date, Completion Date, Location of trial or test):
Measures that will be used to measure the performance of the item (How will trial or test be evaluated?):
Any additional fees or expenses associated with the trial use or test:
Provisions regarding the ownership of the procurement item during and after the trial use or testing period:
Explanation of the grounds upon which the contract and/or purchase order may be terminated prior to completion date of trial use or testing period:
Will there be a bond or security deposit required, if so, list:
Any other requirements unique to the procurement item for trial use or test:

**THIS SECTION TO BE FILLED OUT BY PURCHASING DEPARTMENT**

Comments:

Resulting Contract and/or  
Purchasing Order #:

Recommend Trial Use or Testing Award:		Approved by Management for Trial Use or Testing Award:	
Purchasing Agent	Date	Lori E Peterson, Director of Purchasing	Date

Revised: September 15, 2016