



Cache County School District
Purchasing Department
84 E 2400 N, North Logan, UT 84341
Phone: 435-752-3925 www.ccsdut.org

AWARD OF A CONTRACT WITHOUT ENGAGING IN A STANDARD PROCUREMENT PROCESS REQUEST

AMAZING CARE

CCSD-SS091726

1. The Cache County School District (CCSD) is publishing this notice pursuant to the Utah Procurement Code. Cache County School District intends to award a contract without competition if it is determined, in writing, that:
2. Award of a contract/purchase without engaging in a standard procurement process (bids/quotes) is appropriate if it can be determined in writing that:
 - There is only one source for the procurement item
 - Transitional costs are a significant consideration in selecting a procurement item;
 - or the award of a contract is under circumstances, described in Utah Administrative Code R33-8, that make awarding the contract through a standard procurement process impractical and not in the best interest of the procurement unit.
3. An urgent or unexpected circumstance, need, or requirement for a procurement item does not justify the award of a contract/purchase without engaging in a standard procurement process.

*"Transitional costs"- means the costs of changing from an existing provider of a procurement item to another provider of that procurement item; or from an existing type of procurement item to another type; includes training costs; conversion costs; compatibility costs; costs associated with system downtime; disruption of service costs; staff time necessary to implement the change; installation costs; and ancillary software, hardware, equipment, or construction costs; and does not include the costs of preparing for or engaging in a procurement process; or contract negotiation or drafting costs.

The attached document outlines the CCSD department's justification for awarding a contract without engaging in the standard procurement process.

Determination of Other Interested Vendors

The intent of this notice is to determine if there are any other interested and qualified vendors that meet the specifications of this notice. Any such vendors must submit the following information:

- The name of the contesting person
- A detailed explanation of the challenge, including documentation showing that there are other competing sources for the procurement item.
- Documentation that your firm can provide a comparable or better procurement item that meets or exceeds the specifications; and
- Documentation that your firm can also provide the same proprietary procurement item or an equivalent procurement item;

- If transitional costs are identified as the justification for this notice, submit a cost comparison of the identified transitional costs with your firm's anticipated transitional costs.

Regardless of any prior communications with the CCSD or the Purchasing Department, all vendors interested in responding to this notice must submit a response to this posting containing complete responses to all of the information requested above. Any questions regarding this notice, including obtaining additional information, can be directed to the Purchasing Department at karma.leatham@ccsdut.org during the publication period. No action is required if you agree with this notice.

If, after the public notice period has passed, the Purchasing Department determines that there are other interested and qualified vendors that meet the specifications of this notice, the Purchasing Department will not award a contract pursuant to this notice.

If, after the public notice period has passed, no valid challenges are received, the Purchasing Department may award a contract to the identified vendor without competition.

Please read the entire form very carefully before responding to this notice



Cache County School District
Purchasing Department
84 E 2400 N, North Logan, UT 84341
Phone: 435-752-3925 www.ccsdut.org

All information provided on this document may be used for public notice and comment when required. Therefore, please be complete in your answers. The Purchasing Department will not approve documents which are deemed to lack sufficient information/evidence to support the request.

AWARD OF CONTRACT WITHOUT ENGAGING IN A STANDARD PROCUREMENT PROCESS REQUEST FORM-CCSD-091726

DEPARTMENT/SCHOOL CONTACT INFORMATION

Department/Division Name:	Special Education Department		
Contact Person and Title:	Jeni Buist		
E-mail Address:	Jeni Buist	Telephone Number:	435-792-7631
Does the requestor or anyone at the requesting department/school have any personal, financial, or fiduciary relationship with the proposed vendor? No			

ITEM OR SERVICE

Description of procurement item to be purchased:		One-to-one nursing services for students with disabilities who meet the medical requirements for nursing services during school hours
Estimated value of the contract/purchase order:		\$100,000
Freight Cost (F.O.B. Destination, Freight Prepaid):		NA
☒	Contract	1. Insert requested term of contract: <u>1</u> and renewal options: <u>4</u> (The standard contract term is five (5) years. If the requested term will be longer than five years, written justification is required.) 2. The Department/School may not make the procurement until the solicitation process is completed and a contract is written and signed by the Department/School, the vendor, and the Purchasing Department.
☐	Purchase Order	1. If the total purchase will be greater than \$5,000.00 the Department/School may not make the procurement until after the solicitation process is completed, the PO is signed by the Purchasing Department, and the PO is delivered to both the Department/School and the vendor.

VENDOR INFORMATION

Vendor Name:	Amazing Care Nursing Services
Vendor Contact Person:	Wyndam Reeve
Vendor Email Address:	wyreeve@amazingcare.com
Vendor Telephone Number:	303-755-3170
Vendor Ordering Address:	5974 South Fashion Point Drive, Suite 230, South Ogden, UT 84403
Vendor Remittance Address:	Same as above
<i>All items in the above section are required.</i>	

Complete the following if no vendor number exists in ERP (Munis):

Vendor Federal Tax ID# (TIN): (9 Digits):	
Type of Vendor:	

CHECK THE BOX THAT IDENTIFIES WHY A CONTRACT/PURCHASE ORDER SHOULD BE AWARDED WITHOUT ENGAGING IN A STANDARD PROCUREMENT PROCESS:		
☒	There is only one source for the procurement item.	Complete section A
☐	Transitional costs are a significant consideration in selecting a procurement item and the results of a cost-benefit analysis demonstrate that transitional costs are unreasonable or cost-prohibitive, and that the award of a contract without engaging in a standard procurement process is in the best interest of the procurement unit	Complete section B
☐	The award of a contract is under circumstances, described in Utah Administrative Code R33-8, that make awarding the contract through a standard procurement process impractical and not in the best interest of the procurement unit.	Complete section C

SECTION A: ONLY ONE SOURCE

1.	What is unique about this procurement item to justify an award of contract without engaging in a standard procurement process? (Explain in detail why the service or product is only available from a single supplier.)
	Amazing Care is the only known nursing agency that provides one-to-one nursing services to students who have the medical needs for these services. Cache County School District needs daily one-to-one nurses for six students.
2.	Could the procurement item be reasonably modified to allow for competition?
	No
3.	Explain the market research performed.
	Cache County nurses and Special Education Director have researched to see if there are any other local companies that provide the same or similar services. There are none in Cache Valley.
4.	What research have you conducted to ensure the requested procurement item is not available on an existing district or state cooperative contract?
	These types of nursing services are not conducive to a state contract as they are very individualized for each student
5.	If there is only one source for the procurement item, list the names of other similar vendors contacted, contact person, and a summary of their response,
	NA

SECTION B: TRANSITIONAL COSTS – If you have selected Section B you must also complete Attachment A – Cost Benefit Analysis

1.	Describe the existing equipment, technology, software, accessories, replacement parts, or service, hereafter referred to as equipment; include the original purchase price and date of purchase for the existing equipment.
2.	Please supply the following:
	a. Procurement method that was used to purchase the existing equipment/service? (IFB, RFP, Sole Source):
	b. Bid number, P.O. number, Requisition number, or sole source number for the existing equipment/service:
	c. Contract number for the existing equipment/service:
3.	Complete “Attachment A - Cost-Benefit Analysis”, as required by Utah Procurement Code §63G-6a-802 that demonstrates transitional costs are unreasonable or cost-prohibitive.

SECTION C: STANDARD PROCUREMENT PROCESS IMPRACTICABLE

1.	Cite the applicable rule from Utah Administrative Code R33-8 that provides awarding the contract through a standard procurement process as impractical and not in the best interest of the procurement unit under the circumstances; including any supporting documentation.
2.	Please supply the following, if applicable:
	a. Procurement method that was used to purchase the existing equipment? (IFB, RFP, Sole Source):
	b. Bid number, P.O. #, Requisition #, or sole source number for the existing equipment/services:
	c. Contract number for the existing equipment/services

PAGE BLANK