

Internal Policies and Procedures of the Utah State Board of Education	
Policy # 06-07	06-07
Subject:	Precedence of Contracts
Date:	June 21, 2022:
Policy Owner:	Director of Purchasing and Contracts
Policy Officer:	Deputy Superintendent of Operations
References:	
<ul style="list-style-type: none"> • Utah Code Annotated, Title 63G Chapter 6a, Utah Procurement Code • Utah Administrative Code Title R33 • Utah Administrative Code Title R277-122 	

I. **PURPOSE:**

To define what contracts should be used and in what order.

II. **POLICY:**

Regardless of dollar amount, the Utah State Board of Education (“USBE”) shall use the following contracts and procurement methods in the order listed for all procurement items.

III. **PROCEDURES:**

1. First, the USBE shall use mandatory use contracts, including, UCI, State Mail, Fleet Operations, State Print services, and set aside contracts.
2. Second, the USBE shall use USBE contracts already in place for the procurement item.
3. Third, if there is not a USBE contract in place, the USBE shall use State Cooperative Contracts for the requested procurement item.
 - a. For procurement items that are available on State Cooperative Contract, but

where the request is being made to purchase from a source not on State Cooperative Contract, an employee must obtain the approval of the Director of Purchasing, who determines in writing that it is in the best interest of USBE, as described in 63G-6a-506(5).

- b. If the Director of Purchasing determines that it is in the best interest to procure goods and services not from State Cooperative Contract, USBE shall use a standard procurement process or approved exception in order to obtain the procurement item.
4. Fourth, for procurement items not on State Cooperative Contract, the procurement items shall be procured using a standard procurement process.
5. Fifth, if a standard procurement process is not practicable, a procurement item may be procured through an exception to a standard procurement process, with the Director of Purchasing's written approval.

IV. **HISTORY:**

The effective date of this policy was January 19, 2018. On June 21, 2022, this policy was formatted to comply with USBE Internal Policy 00-01.