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January 24, 2017

**FINDING BY CHIEF PROCUREMENT OFFICER
CANYONS SCHOOL DISTRICT**

Career and Technical Education Coordinator, DECA Program Manager for CSD submitted for approval, a Sole Source Request, to purchase lodging for students who are participating in the DECA State Leadership Conference. All Utah high schools that participate are assigned hotels in the Davis area around the conference center. The state organization assigns the hotels after they receive the registrations. The 10 hotels surrounding the Davis conference center are assigned there is not options to negotiate with them. That has been taken care of by the state organization. It is the finding of the Chief Procurement Officer that each high school will pay the state assigned hotel (Best Western Layton Park, Comfort Inn, Courtyard by Marriott, Fairfield Inn, Hampton Inn, Hilton Garden Inn, Holiday Inn Express, LaQuinta Inn, Towne Place Suites, Home 2 Suites, by Hilton) these are the suppliers that offers this event for DECA students. This finding will be effective from January 24, 2017, to January 24, 2019. The Purchasing Department will then review this finding and determine if any additional suppliers have entered the marketplace or if this will remain a sole source with the finding being extended.

As Chief Procurement Officer, I find that it is in the best interest of the District to have this finding on file in order to allow this purchase and future purchases to the DECA for the aforementioned term without obtaining required competition.

A handwritten signature in cursive script that reads "Nancy Webb". The signature is written in black ink and is positioned above a horizontal blue line.

For Gary O. Hansen
Chief Procurement Officer