



SALT LAKE COUNTY
Contracts and Procurement Division

REV 07.26.21

SPEAKER/SPECIALIZED TRAINING REQUEST

- * LESS THAN OR EQUAL TO \$10,000: Speaker/Specialized Training Request Form is not required.
- * GREATER THAN \$10,000: Must be approved by Contracts and Procurement prior to purchase.

Date: _____

Note: Please click on the fields to insert your information. Complete all fields below. Requests missing information will be rejected and returned to requestor for completion. Upon completion of this form, please email it to slco-purchasing@slco.org.

The procurement of a person or entity to provide a speech, lecture, specialized training or performance does not require competitive procurement under County Ordinance 3.20.030 A.(6)(L).

It is anticipated the procurement will result in a (check one):

Purchase order: Enter requisition in PeopleSoft. Attach this form and vendor quote

County prepared contract: Email this form and vendor quote to slco-purchasing@slco.org

Vendor prepared contract: Email this form with the vendor contract to slco-purchasing@slco.org

Department requesting authorization:

Division:

Division contact and title:

Division contact email address:

Division contact phone number:

Event where Vendor is needed, including date(s) of event:

Recommended vendor :

Costs: Professional fee:

Expense reimbursement, if allowed:

Vendor contact person:

Vendor contact email address:

Vendor address, including zip code:

Supplier number:

Submit a completed Supplier Management Form if no vendor number exists.



SALT LAKE COUNTY
Contracts and Procurement Division
SPEAKER/SPECIALIZED TRAINING REQUEST

REV 07.26.21

Complete all fields below and include as much detail as possible:

GENERAL INFORMATION

- 1 Describe the conference, event, or function for which services are proposed:
2 Explain the expertise, knowledge or specific experience of the requested vendor:
3 Has this vendor been used by the County before?
4 Attach a copy of all documentation such as a quote, vendor prepared contract, etc., that have been submitted by the potential vendor.
5 Complete disclosure must be included with this request if the requestor has any personal, financial or fiduciary relationship with the recommended supplier

NOTE: By signing, the agency is certifying the information is accurate. Final decision will be determined by Contracts and Procurement.

Requested by:

Buyer Recommendation:

Agency Signature Date

Title: _____

Approved:

Purchasing Agent Date

Buyer Signature Date