

TENNESSEE TECHNOLOGICAL UNIVERSITY

NON-COMPETITIVE PROCUREMENT JUSTIFICATION

Date	Department Name/No.	Requisition No.
Name of Requestor		
Name of Vendor/Contractor	Estimated Amount of Purchase/Contract (including renewals)	

Pursuant to TTU Administrative Policies and Procedures, Purchasing Section 1.15.2, Non-Competitive Negotiation for Sole Source Procurement, justification is needed whenever a contract or bid is requested that will use non-competitive negotiation as the process for procurement. The following information is to be provided relative to a request for sole source or proprietary purchase. (Note: No justification is needed when requesting a personal, professional and consultant service contract when the contractor is a state agency, a political subdivision of the state, and any other public entity in Tennessee, or entity of the federal government.)

- Sole Source Procurement - Sole source purchases are made only when items are unique and possess specific characteristics that can be filled by only one source.
- Proprietary Purchase - A proprietary product is one that is manufactured and marketed by a person or persons having the exclusive right to manufacture and sell the product. Marketing is generally controlled by franchises that may include competitive sales at wholesale or retail levels. When it is found that bids may be obtained from different franchises, bid invitations must be issued unless the estimated purchase is less than \$5,000.

Sole source or proprietary purchases may be considered pursuant to the following factors: (Please check all that apply.)

The vendor possesses exclusive and/or predominant capabilities or the items contain a patented feature providing superior utility not obtainable from similar products.

The product or service is unique and easily established as one of a kind.

The program requirements cannot be modified so that competitive products or services may be used.

The product is available from only one source and not merchandised through wholesalers, jobbers and retailers.

Items must be interchangeable or compatible with in-place items.

The cost of conversion, including but not limited to disruption, retraining and replacement precludes bidding competitively.

The product is to be used in an instructional setting and the intent is to provide instruction on the specific product or diversity of products.

Please use the space below to provide detailed explanation of reason(s) checked above. Give reasons as to why the requested vendor's products or services are being requested and what attempts, if any, have been made to obtain other sources. List any specific credentials or patented features that may be unique to the vendor.

Recommend Approval:

Chairperson/ Director

Purchasing

Dean/ Administrative Officer

Please complete all of the information above. After form is signed by Chairperson and Dean/Administrative Officer, forward completed form to Purchasing, Box 5041.