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 | **NON-COMPETITIVE PROCUREMENT JUSTIFICATION FORM** |

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| Date Click here to enter a date. | Department Name Click here to enter text. | Banner Index Number Click here to enter text. |
| Name of Requestor  Click here to enter text. |
| Name of Vendor/ContractorClick here to enter text.  | Estimated Amount of Purchase/Contract (including renewals) Click here to enter text. |

Non-competitive procurement consists of the following:

• *Sole Source Procurement – A sole source product is a unique good or service that is available from a single source.*

• *Proprietary Procurement - A proprietary product is a unique good or service that is available from multiple sources.*

**Sole source or proprietary procurement may be requested if one or more of the following apply: (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.

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 and what in-place items exist that necessitate the non-competitive purchase.

Click here to enter text.

*Attach the completed form to your requisition in Eagle Buy. Approval of non-competitive procurement is part of the electronic requisition approval.*