

NON-COMPETITIVE PROCUREMENT JUSTIFICATION FORM

Date		Department Name	Org Number
Name c	of Supplier/0	Contractor	
Name of Requester			Estimated Amount of Purchase/Contract (including renewals)
Non-com	petitive procu	rement consists of the following:	
		<u>curement</u> – A sole source product is a unique good or s <u>urement</u> - A proprietary product is a unique good or serv	
Sole sou apply.)	irce or propi	rietary procurement may be requested if one or mor	e of the following apply: (Please check all that
	The vendor possesses exclusive and/or predominant capabilities or the items contain a patented feature providing superior utility not obtainable from similar products.		
	The produc	ct or service is unique and easily established as one	e of a kind.
	The progra	am requirements cannot be modified so that compet	itive products or services may be used.
	The product is available from only one source and not merchandised through wholesalers, jobbers and retailers.		
	ltems must be interchangeable or compatible with in-place items.		
		of conversion, including but not limited to disru bidding competitively.	ption, retraining and replacement
		ct is to be used in an instructional setting and the ir oduct or diversity of products.	ntent is to provide instruction on the
vendor's List any	products or specific cre	v to provide detailed explanation of reason(s) check r services are being requested and what attempts dentials or patented features that may be unique competitive purchase. Add additional sheet if necess	, if any, have been made to obtain other sources. to the vendor and what in-place items exist that