

# Non-Competitive Justification Form

Complete this form for any requisition with a value greater than \$10,000 where competition may be restricted. Completing this form does not guarantee that the proposed supplier will be selected because additional information may be required by Procurement. It is the requisitioner's responsibility to provide all the required information and documentation indicated on this form.

## Definitions

*A non-competitive purchase is the Procurement method by which the contract is awarded without a competitive bidding process. The non-competitive justification may be used when one or more of the following circumstances apply and are confirmed by the information supplied:*

1. The item is only available from a single source.
2. The schedule will not permit the time required for competitive solicitation (a timeline of events will be required as part of the justification).
3. After solicitation of multiple sources, only one supplier source can meet the goods/services requirements.
4. Technical requirements or existing technology/infrastructure limit the item to a single supplier or product. Competitive bids are not required in this instance, but documentation of the technical requirements and a sole-source justification substantiating why only one provider can meet the need is required.

**This completed form must be attached to the requisition, including any additional back-up.**

---

## Part I: Ordering Department/Supplier Information

Department Name: \_\_\_\_\_

Requisition Number: \_\_\_\_\_

Supplier Name: \_\_\_\_\_

## Part II-A: Explanation for Non-Competitive Selection

Select one or more of the following statements (check the box) to support why the requisition noted above should be a non-competitive purchase. ANY selection requires explanation in the additional space provided in Part II-B. Please check all that apply.

### **Sourcing Reason:**

- ☐ Items sold through OEM (original equipment manufacturer) only; there is no other viable source.
- ☐ Used or demonstration equipment available at a lower cost.
- ☐ Technical requirements or existing technology/infrastructure (e.g., IT systems) limit this item to a single supplier or product. Competitive bids are not required for this reason; attach documentation of the technical requirements and a sole-source justification substantiating why only one provider can meet the need.
- ☐ Repair/Maintenance service(s) only available from the OEM or their designated servicing dealer.
- ☐ Service(s) provided by the supplier are unique and therefore competitive bids are not applicable.
- ☐ Preferred Suppliers available, but do not meet end user requirements as **clearly detailed in Part II-B.**

- ☐ After completion of competitive solicitation, only a single source can meet the requirements, which need to be **clearly defined in Part II-B.**

*Note: Select this option when competition has already occurred, but the results show that only one supplier can meet the required specifications, functionality, services, or technical requirements. This is not the same as preferring one supplier — the determination must be supported by the results of the competitive process and by clearly defined requirements.*

- ☐ Other: \_\_\_\_\_

**Part II-B — Explanation for Selected Reason(s):** Explanation is required for ANY selected statement in Part II-A. The information provided should include research conducted or subject matter expertise explaining the requirements of the single source supplier, their products, services and/or technology. Please indicate why the proposed supplier is the sole provider that will meet your requirements. (Attach documents if additional space is required.)

### **Part III: Price Reasonableness**

Select one or more of the following statements (check the box) to indicate why the non-competitive price was fair and reasonable. **ANY** selection requires explanation in the additional space provided in Part III-A. Check all that apply.

#### **Fair Price:**

- ☐ The price was obtained from a catalog or standard price list for items sold to the public in substantial quantities. (Catalog or price list must be provided or be on file.)
- ☐ The quoted prices include supplier discounts that are lower than prices available and reflect substantial savings. Please enter dollars or percent discount: \_\_\_\_\_ (Explain the dollar calculation below.)

- ☐ The quoted prices compare favorably to market prices, or to previous prices obtained and found to be fair and reasonable, which were paid for the same or similar items on the date/PO noted below.

**Date:** \_\_\_\_\_ **PO Number:** \_\_\_\_\_

**Bid:** \_\_\_\_\_

- ☐ Independent sources indicate that this price is reasonable (i.e., Public Contracts, Blue Book).

**Part III-A — Explanation of Selected Reason:** Explanation is required for ANY selected statement. The information provided might include a catalog price, quote for similar products, or other price comparison information gathered to justify price reasonableness. Please attach any additional justification information that would support the above explanations.

**Part IV: Certification**

To the best of my knowledge, I can confirm the source selection and price analysis information and explanation provided support this requisition as a non-competitive purchase.

**Requestor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Budget Director/Dean Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Part V: Procurement Confirmation (for Procurement Use Only)**

- ☐ Justification appears appropriate.
- ☐ Justification appears insufficient. Procurement has contacted the department representative and advised the status of their order.

**Procurement Confirmation:** I agree/disagree with the explanation provided for the following reason(s):

**Procurement Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Procurement Leadership Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_