

# SOUTHWEST

TENNESSEE COMMUNITY COLLEGE



## JUSTIFICATION FOR NON-COMPETITIVE PURCHASES AND/OR CONTRACTS CERTIFICATION FORM

Date \_\_\_\_\_

Department Requesting Non-Competitive Purchases and/or Contracts \_\_\_\_\_

Vendor/Contractor providing good(s)/services(s) \_\_\_\_\_

Description of the good(s)/service(s) to be acquired \_\_\_\_\_

I, \_\_\_\_\_, certify that, to the best of my knowledge, the justification for non-competitive purchases and/or contracts submitted to the Purchasing and Auxiliary Services department for the purchase of the above Good(s)/Service(s) is justifiable. Research has been done to ensure the Good(s)/Services(s) is unique and only possess specific characteristics that can be filled by only the above source.\* Or that the purchase is a proprietary product that is manufactured and marketed by a person or persons having exclusive rights to manufacture and sell the product.

\_\_\_\_\_  
Requestor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director/Chair Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director/Dean Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President/Provost Signature

\_\_\_\_\_  
Date

**The vendor/contractor must furnish a letter on company letterhead indicating that it is the sole source, and the letter must be signed by an authorized company representative.**