

SOUTHWEST

TENNESSEE COMMUNITY COLLEGE

JUSTIFICATION FOR NON-COMPETITIVE PURCHASES AND/OR CONTRACTS

1. Description of service to be acquired:

2. Explanation of the need for or requirement placed on the procuring institution to acquire the service:

3. Name and address of the proposed contractor’s principal owner(s):

4. Evidence that the proposed contractor has experience in providing the same or similar service and evidence of the length of time the contractor has provided the same or similar service:

5. Explanation of whether the service was ever bought by the procuring College in the past, and if so, what method was used to acquire it and who was the contractor:

6. Description of procuring College’s efforts to use existing College employees and resources or, in the alternative, to identify reasonable, competitive, procurement alternatives (rather than to use non-competitive negotiation):

7. Justification of why the College should acquire the service through non-competitive negotiation (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.
- Item/s must be interchangeable or compatible with in-place items.
- The cost of conversion, including but not limited to disruption, re-training, 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.
- For personal, professional and consultant services, whether the use of non-competitive negotiation is in the best interests of the College. (F&A Rule 0620-3-3-03)
- Other justifications as approved by the Chancellor, President, or Director of Procurement Services, as appropriate.

Requestor Signature

Date

Director/Chair Signature

Date

Executive Director/Dean Signature

Date

Vice President/Provost Signature

Date

Director of Purchasing & Auxiliary Services
Signature

Date

Vice President for Financial and Administrative
Services Signature

Date

President Signature

Date