

# 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.**

# 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):

The college does not have resources to provide this specialized equipment. Specifically:

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

\_\_\_\_\_  
Chief Financial Officer of Financial Services  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
President Signature

\_\_\_\_\_  
Date