

CHIEF ADMINISTRATIVE OFFICE
Procurement and Contracts Division

NON-COMPETITIVE PURCHASE REQUEST JUSTIFICATION

Required for all (non-emergency) sole source acquisitions in excess of \$5,000.00 and sole source service requests in excess of \$100,000.00.

This justification document consists of three (3) pages. All information must be provided and all questions must be answered. **Department Head approval is required.**

Requesting Department Information

Department: _____	Org Code: _____
Contact Name: _____	Subobject: _____
	User Code: _____
Telephone: _____	Fax: _____

Required Supplier / Vendor Information

Vendor / Supplier Name: _____	Vendor / Supplier Address: _____
Contact Name: _____	_____
Estimated Purchase Price/Contract Amount: _____	Vendor / Supplier Email Address: _____
Telephone: _____	Fax: _____

Provide a brief description of the request, including all goods and/or services the vendor/supplier will provide and supporting exemption reference from Board Policy C-17 - Procurement Policy:

Department Head: _____
Signature

Purchasing Agent: _____
Signature

Board of Supervisors:
Date: _____
Item: _____

P&C Assignment:
Assigned To: _____
Date: _____

A. The good/service requested is restricted to one supplier for the reason stated below:

1. Why is the acquisition restricted to this goods/services supplier? (Explain why the acquisition cannot be competitively sourced. Explain how the supplier is the only source for the acquisition.)

2. Provide the background of events leading to this acquisition.

3. Describe the uniqueness of the acquisition. (Why was the goods/services supplier chosen?)

4. What are the consequences of not purchasing the goods/services or contracting with the proposed supplier?

5. What market research was conducted to substantiate no competition, including the evaluation of other items or service providers? (Provide a narrative of your efforts to identify other similar or appropriate goods/services, including a summary of how the department concluded that such alternatives are either inappropriate or unavailable. The name and addresses of suppliers contacted and the reasons for not considering them must be included OR an explanation of why the survey or effort to identify other goods/services was not performed.)

B. Price Analysis:

1. How was the price offered determined to be fair and reasonable? (Explain what basis was used for comparison and include cost analysis as applicable.)

2. Describe any cost savings or avoidance realized (one-time or ongoing) by acquiring the goods/services from this supplier.