

CHIEF ADMINISTRATIVE OFFICE
Procurement and Contracts Division

Date Received

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: _____

P&C Assignment: _____

Date: _____

Assigned To: _____

Item: _____

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.