

INSTITUTION NAME

JUSTIFICATION FOR NON-COMPETITIVE PURCHASES AND 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 institution in the past, and if so, what method was used to acquire it and who was the contractor:

- (6) Description of procuring institution's efforts to used existing institutional 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 state institution should acquire the service through non-competitive negotiation (list the applicable factor(s) from Section XV(B) of TBR Polcy No. 4:02:10:00):

(Signature of person completing form)

Date