

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.