

**THE UNIVERSITY OF TENNESSEE
REQUEST: NON-COMPETITIVE JUSTIFICATION FORMS**

Contract or Requisition

1. NCJ Number:	INSTRUCTIONS: COMPLETE QUESTIONS 7, 9-11, 13,17,18 REQ # Fund #
2. Campus/Institute Name:	
3. Short Description:	
4. Proposed Vendor:	Name:
	Vendor Number:
	Vendor ID:
5. Contract Start Date:	
6. Contract End Date IF <u>all</u> Options to Extend the Contract are Exercised:	
7. Total Maximum Cost IF <u>all</u> Options to Extend the Contract are Exercised:	
8. Approval Criteria: (select one)	<input type="checkbox"/> Use of Non-Competitive Negotiation is in the best interest of the university. <input type="checkbox"/> Only one uniquely qualified service provider able to provide the service.
9. Detailed Description of Service to be Acquired:	
10. Explanation of the Need for or Requirement Placed on the Procuring Agency to Acquire the Service:	
11. Explanation of Whether the Procuring Agency Bought the Service in the Past, and if so, What Procurement Method It Used:	
12. Name & Address of the Proposed Vendor/Contractor(s): (<u>not</u> required if proposed contractor is a state education institution)	

13.	Evidence of the Proposed Vendor/Contractor's Experience and Length of Experience Providing the Service:
14.	Documentation of Office for Information Resources Endorsement: N/A (required <u>only</u> if the subject service involves information technology)
15.	Documentation of Department of Personnel Endorsement: N/A (required <u>only</u> if the subject service involves training for state employees)
16.	Documentation of State Architect Endorsement: N/A (required only if the subject service involves construction or real property related services)
17.	Description of Procuring Agency Efforts to Identify Reasonable, Competitive, Procurement Alternatives:
18.	Justification of Why the University Should Use Non-Competitive Negotiation Rather Than a Competitive Process: (Being the "only known" or "best" service provider to perform the service as desired will not be deemed adequate justification.)