

NASHVILLE STATE COMMUNITY COLLEGE
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 VI.11b.\(4\) of TBR Purchasing Guideline B-120](#)):**

(Signature of person completing form)

Date