Nashville State Community College (Institution)

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 institution should acquire the service through non- competitive negotiation (list the applicable factor(s) from Section VI, 11b, item 4 of NSCC Purchasing Policy:**

Select one or more of the options below to answer #7.

* + - 1. The vendor possesses exclusive and/or predominant capabilities or the items contain a patented or copyrighted feature providing superior utility not obtainable from similar products;
			2. The product or service is unique and easily established as one of a kind;
			3. The program requirements can be modified so that competitive products or services may be used;
			4. The product is available from only one source and not merchandised through wholesalers, jobbers, and retailers;
			5. Items must be interchangeable or compatible with in-place items;
			6. The cost of conversion, including but not limited to disruption, retraining, and replacement precludes bidding competitively;
			7. The product is to be used in an instructional setting and the intent is to provide instruction on the specific product or diversity of products;
			8. For personal, professional and consultant services - The use of non-competitive negotiation is in the best interest of NSCC.

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