

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

APPROVED:	

UT System Office Approval	Date

Each of the request items below indicates specific information that must be individually detailed or addressed as required. A request cannot be considered if information provided is incomplete, non-responsive, or does not clearly address each of the requirements individually as required.

1) UT Tracking Number	REQUISITION NUMBER	
2) Campus/Institute Name	UNIVERSITY OF TENNESSEE AT CHATTANOOGA	
3) Short Description:	ENTER DESCRIPTION OF PURCHASE	
4) Proposed Vendor:	Name:	OFFICIAL VENDOR NAME
	Vendor Number:	IRIS VENDOR NUMBER
	Vendor ID:	TO BE ENTERED BY PURCHASING
5) Contract Start Date:	START DATE FOR FRAMEWORK ORDER OR DELIVERY DATE FOR PURCHASE ORDER	
6) Contract End Date IF <u>all</u> Options to Extend the Contract are Exercised :	END DATE OF FRAMEWORK ORDER OR DELIVERY DATE FOR PURCHASE ORDER	
7) Total Maximum Cost IF <u>all</u> Options to Extend the Contract are Exercised :	TOTAL COST OF PURCHASE INCLUDING ALL RENEWAL OPTIONS OF FRAMEWORK ORDERS	
8) Approval Criteria : (select one)	<input type="checkbox"/>	use of Non-Competitive Negotiation is in the best interest of the university
	<input checked="" type="checkbox"/>	only one uniquely qualified service provider able to provide the service
9) Detailed Description of Service to be Acquired :	ENTER DETAILED DESCRIPTION OF THE SERVICE OR EQUIPMENT TO BE PURCHASED	
10) Explanation of the Need for or Requirement Placed on the Procuring Agency to Acquire the Service :	EXPLAIN THE CIRCUMSTANCES THAT MAKE IT NECESSARY FOR YOUR DEPARTMENT TO MAKE THIS PURCHASE.	
11) Explanation of Whether the Procuring Agency Bought the Service in the Past, & if so, What Procurement Method It Used :	ENTER THE METHOD OF PURCHASE IF THIS WAS PURCHASED IN THE PAST. IE. COMPETITIVE BID, SOLE SOURCE	

Vice President for Administration and Finance or Designee

Date