

**THE UNIVERSITY OF TENNESSEE
REQUEST: NON-COMPETITIVE AMENDMENT**

APPROVED:	
_____	_____
UT System Office Approval	Date

EACH REQUEST ITEM BELOW <u>MUST</u> BE DETAILED OR ADDRESSED <u>AS REQUIRED</u>.	
1) UT Tracking Number:	PURCHASE ORDER NUMBER
2) Campus/Institute Name:	UNIVERSITY OF TENNESSEE AT CHATTANOOGA
EXISTING CONTRACT INFORMATION	
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 #	PURCHASE ORDER NUMBER
6) Contract Start Date:	PURCHASE ORDER DATE
7) <u>Current</u> Contract End Date IF <u>all</u> Options to Extend the Contract are Exercised:	EXPECTED PAYMENT DATE
8) <u>Current</u> Total Maximum Cost IF <u>all</u> Options to Extend the Contract are Exercised:	COST OF ORIGINAL PO
PROPOSED AMENDMENT INFORMATION	
9) <u>Proposed</u> Amendment #	TO BE ENTERED BY PURCHASING
10) <u>Proposed</u> Amendment Effective Date:	IMMEDIATELY
11) <u>Proposed</u> Contract End Date IF <u>all</u> Options to Extend the Contract are Exercised:	SAME AS 7) ABOVE
12) <u>Proposed</u> Total Maximum Cost IF <u>all</u> Options to Extend the Contract are Exercised:	TOTAL PO COST AFTER CHANGE
13) 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
14) Description of the Proposed Amendment Effects & Any Additional Service	

ENTER THE ADDITIONAL COST OF THE REQUESTED CHANGE OR THE EXTENDED TIME FRAME OF THE PO	
15) Explanation of Need for the Proposed Amendment:	
ENTER THE REASONS FOR THE CHANGE	
16) Name & Address of Vendor/Contractor's Current Principal Owner(s): (not required if proposed contractor is a state education institution)	
ENTER VENDOR NAME AND ADDRESS	
17) Documentation of Office for Information Resources Endorsement: N/A (required <u>only</u> if the subject service involves information technology)	
18) Documentation of Department of Personnel Endorsement: N/A (required <u>only</u> if the subject service involves training for state employees)	
19) Documentation of State Architect Endorsement: N/A (required only if the subject service involves construction or real property related services)	
20) Description of Procuring Agency Efforts to Identify Reasonable, Competitive, Procurement Alternatives :	
THE ORIGINAL REQUIREMENT WAS AWARDED TO THIS VENDOR AS A RESULT OF A (ENTER WHETHER THIS WAS A RESULT OF BID PROCESS OR SOLE SOURCE PURCHASE).	
21) Justification for the Proposed Non-Competitive Amendment :	
THIS IS A CHANGE TO A EXISTING PURCHASE ORDER FOR THIS VENDOR THEREFORE THIS VENDOR IS THE SOLE SOURCE SUPPLIER FOR THIS CHANGE.	

APPROVALS:

_____	_____
Department Head or Designee	Date
_____	_____
Campus/Unit Purchasing Officer or Designee	Date
_____	_____
Chancellor/Chief Business Officer or Designee	Date

Additional Approval for Non-Delegated Contracts

_____	_____
Vice President or their Designee	Date

Additional Approval for Fiscal Review Contracts

_____	_____
Vice President for Administration and Finance or Designee	Date