**Tennessee State University**

**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 agency to acquire the service.

3. Name and address of the proposed contractor’s principal owners(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 use 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.

RECOMMEND APPROVAL:

Vice President Date

APPROVAL:

Dr. Glenda Glover, President Date