

# REQUEST: NON-COMPETITIVE CONTRACT

<b>APPROVED</b>
<b>Commissioner of Finance &amp; Administration</b>
<b>Date:</b>

Each of the request items below indicates specific information that <u>must</u> be individually detailed or addressed as <u>required</u> . A request can not be considered if information provided is incomplete, non-responsive, or does not clearly address each of the requirements individually as required.	
<b>1) RFS #</b>	
<b>2) State Agency Name :</b>	
<b>3) Service Caption :</b>	
<b>4) Proposed Contractor :</b>	
<b>5) Contract Start Date :</b> (attached explanation required if date is < 60 days after F&A receipt)	
<b>6) Contract End Date IF <u>all</u> Options to Extend the Contract are Exercised :</b>	
<b>7) Total Maximum Cost IF <u>all</u> Options to Extend the Contract are Exercised :</b>	
<b>8) Approval Criteria :</b> (select one)	<input type="checkbox"/> use of Non-Competitive Negotiation is in the best interest of the state  <input type="checkbox"/> only one uniquely qualified service provider able to provide the service
<b>9) Description of Service to be Acquired :</b>	
<b>10) Explanation of the Need for or Requirement Placed on the Procuring Agency to Acquire the Service :</b>	
<b>11) Explanation of Whether the Procuring Agency Bought the Service in the Past, &amp; if so, What Procurement Method It Used :</b>	
<b>12) Name &amp; Address of the Proposed Contractor's Principal Owner(s) :</b> ( <u>not</u> required if proposed contractor is a state education institution)	
<b>13) Evidence of the Proposed Contractor's Experience and Length of Experience Providing the Service :</b>	
<b>14) Documentation of Office for Information Resources Endorsement :</b> (required <u>only</u> if the subject service involves information technology)	

<b>select one:</b>	<input type="checkbox"/> Documentation Not Applicable to this Request	<input type="checkbox"/> Documentation Attached to this Request
<b>15) Documentation of Department of Personnel Endorsement :</b> (required <u>only</u> if the subject service involves training for state employees)		
<b>select one:</b>	<input type="checkbox"/> Documentation Not Applicable to this Request	<input type="checkbox"/> Documentation Attached to this Request
<b>16) Documentation of State Architect Endorsement :</b> (required only if the subject service involves construction or real property related services)		
<b>select one:</b>	<input type="checkbox"/> Documentation Not Applicable to this Request	<input type="checkbox"/> Documentation Attached to this Request
<b>17) Description of Procuring Agency Efforts to Identify Reasonable, Competitive, Procurement Alternatives :</b>		
<b>18) Justification of Why the State Should Use Non-Competitive Negotiation Rather Than a Competitive Process:</b> (Being the “only known” or “best” service provider to perform the service as desired will not be deemed adequate justification.)		
<b>REQUESTING AGENCY HEAD SIGNATURE &amp; DATE :</b> ( <u>must</u> be signed & dated by the <u>ACTUAL</u> procuring agency head as detailed on the Signature Certification on file with OCR— signature by an authorized signatory will be accepted only in documented exigent circumstances)		
<b>Agency Head Signature</b>		<b>Date</b>