

JUSTIFICATION OF NON-COMPETITIVE PURCHASE

I. Procurement History (Including Future Procurement Objectives)

1. Is this a first time requirement or continuation of previous procurement from the same source? If continuation, explain the procurement history.

2. Describe any research done to find other sources (list other cities contacted, companies in the industry contacted, professional organizations, periodicals and other publications used). List all good faith efforts to identify other sources for same goods/services.

II. Terms of Compensation

1. Did negotiation of price occur? If so, please explain.

III. Exclusive or Unique Capability

1. Explain in detail how this consultant/vendor is exclusively or uniquely qualified for this project. Attach a copy of each professional resume. (*For Consultants only*)
