

REQUEST FOR NONCOMPETITIVE PROCUREMENT

1. Total Estimated Cost	2. Requesting Jurisdiction	3. Grant Program
4. If Single Source, Vendor Name, Address, and Phone	5. Date Required	6. Requesting Jurisdiction Address
	7. Project Manager's Name	Phone (907)
<p>8. Type of request for exemption from competitive solicitation requirements</p> <p>A. <input type="checkbox"/> Single Source</p> <p>B. <input type="checkbox"/> Inadequate competition</p> <p>C. <input type="checkbox"/> Emergency</p> <p>D. <input type="checkbox"/> Federal noncompetitive authorization (Over \$100,000)</p>		
<p>9. Explanation: Explanations of exemptions under A, B, or C must contain findings of fact. Evidence must be included, consisting of material facts, sufficient to independently determine that the findings of fact listed are true and accurate. Factual evidence may consist of written documents, records, supporting data, affidavits, or other information proving that the findings of fact are true and accurate. Itemized listings of findings of fact and material factual evidence should be included or attached</p> <p style="text-align: right;"><i>(For continuation, continue on back)</i></p>		
10. Jurisdiction Signatory Authority or Authorized Representative Name and Title (typed or printed)	I certify to the best of my knowledge and belief, that all the information on this request, including any attachment, is true and accurate	
	_____	_____
	Signature	Date
DIVISION OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT		
11. <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input type="checkbox"/> Returned for Further Justification (See back)	Date
12. SAA Point of Contact or Authorized Representative		Date

REQUEST FOR NONCOMPETITIVE PROCUREMENT - BACK

9. Explanation (*Continued from front*)

NONCOMPETITIVE PROCUREMENT FORM CHECKLIST

1. Enter total estimated cost of procurement or contract
2. Enter name of jurisdiction making request
3. Enter name of grant program funding this procurement or contract request
4. Enter vendor name, address, point of contact, and phone number
5. Enter date procurement or contract is required by
6. Enter requesting jurisdiction address
7. Enter project manager name and phone number
8. Select the applicable exemption:
 - a. Single Source – The following are examples of circumstances in which single source procurement might be appropriate:
 1. If the compatibility of equipment, accessories, or replacement parts is the main consideration
 2. If a specific item is needed for trial use or testing, including testing of a prototype
 3. If there exists a sole source of expertise required to perform a specific professional service
 - b. Inadequate competition – After solicitation of a number of sources, competition is determined inadequate
 - c. Emergency - Emergency conditions include
 1. Fire, flood, epidemic, riot, environmental accident, or a similarly compelling reason
 2. Equipment failure, if the need for timely repair is essential
 3. A situation in which procurement through competitive sealed bidding or competitive sealed proposals is impracticable or contrary to the public interest, or
 4. A need to protect public or private property
 - d. Federal noncompetitive authorization – procurements over \$100,000 or equipment requiring special federal approval
9. Explanation:
 - a. Provide a brief description of the project and what is being procured or contracted for.
 - b. Explain why it is necessary to procure or contract noncompetitively with the specified vendor, include:
 1. Expertise and experience of the contractor
 2. Management capability and integrity
 3. Responsiveness
 4. Knowledge of the project
 5. Past performance of contractor
 6. Results of a market survey to determine availability of competition or, if one was not conducted, why not?
 - c. Time Constraints:
 1. Project timeline
 2. Impact on project if timeline is not met
 3. How long would it take another contractor to reach the same level of competence? (equate to dollars if desired)
 - d. Uniqueness of project:
(Example: single vendor or contractor)
 - e. Other points that should be covered in support of the noncompetitive procurement
(Example: public emergency)
(Federal agency approval may be required if project costs exceed the simplified acquisition or small purchase threshold amount: \$100,000)
 - f. A declaration that this action is in the best interests of the agency
10. Enter Signatory Authority or Authorized Representative Name and Title and sign request
11. Reserved for Division use only
12. Reserved for Division use only