

**TENNESSEE BOARD OF REGENTS
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 owner(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 state institution should acquire the service through non-competitive negotiation:

APPROVAL:

Robert Bell, President

Date

APPROVAL:

Charles Manning, Chancellor

Date

REVIEW BY FISCAL REVIEW COMMITTEE:

Chairman

Date