**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 institution 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 (list the applicable factor(s) from TBR Policy 4:02:10:00, Section 11.b.(4):**

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 **(Signature of person completing form) Date**