Tennessee Tourism and Hospitality Recovery Fund

Noncompetitive Procurement Justification

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| 1. Identify which of the following circumstances justifies a noncompetitive procurement:
	* The item is available only from a single source;
	* After solicitation of an adequate number of sources, competition is determined inadequate.
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| 1. Provide a brief description of the product or service being procured, including the expected dollar amount of the procurement.
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| 1. Explain why a noncompetitive procurement is necessary.
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| 1. State how long the noncompetitively procured contract will be used for the defined scope of work, and the impact on that scope of work should the noncompetitively procured contract not be available for that amount of time. Examples to ask are, how long do you anticipate the exigency or emergency circumstances will continue; how long will it take to identify your requirements and award a contract that complies with all procurement requirements; or how long would it take another contractor to reach the same level of competence.
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| 1. Describe the specific steps taken to determine that full and open competition could not have been met, or was not used, for the scope of work (e.g., research conducted to determine that the good or service required is only available from one source).
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| 1. Describe any known conflicts of interest and any efforts that were made to identify possible conflicts of interest before the noncompetitive procurement occurred. If no efforts were made, explain why.
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| 1. Include any other information justifying the use of noncompetitive procurement in the specific instance.
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