



## **Non-Competitive Procurement Request**

### Information and Instructions

A Non-competitive procurement transaction is a purchase of property/goods or services, where only a single source that can provide the services or goods is afforded the opportunity to offer a price for the specified services or goods. Contracts may include goods as well as services, and this definition will also apply to those circumstances (see Subrecipient Handbook (SRH) Section 6.045).

All non-competitive procurements for contracted services or purchased goods greater than \$10,000 must be justified and have prior written approval by Cal OES.

Complete this form and include the required narrative justification (as an attachment) addressing each of the elements outlined in SRH Section 6.045. The Grant Subaward Director, or their designee identified on the Grant Subaward Signature Authorization (Cal OES Form 2-103), must sign this form.

This form can be submitted as part of the Grant Subaward Application and/or with a Grant Subaward Modification (Cal OES Form 2-223), if not previously approved as part of the Grant Subaward Application.



## Non-Competitive Procurement Request

Grant Subaward #: \_\_\_\_\_

Subrecipient: \_\_\_\_\_

Total Procurement Amount: \$\_\_\_\_\_ Procurement: \_\_\_\_\_

Required narrative justification is attached and meets the requirements of

SRH Section 6.045: YES NO

I certify a non-competitive procurement is necessary for the contract/procurement identified on this form.

Grant Subaward Director Name	Grant Subaward Director Signature	Date
_____	_____	_____

Cal OES Approval

Narrative response meets the requirements per Subrecipient Handbook Section 6.045.

Yes N/A

- Description of the product of service being procured
- Description of why it is necessary to procure the good or service in a non-competitive manner
- Addresses all elements for one or more of the following
  - The good or services is available only from one source
  - Public exigency or emergency for the required equipment will not permit a delay
  - Competition is determined inadequate after solicitation

Approved	Denied	Program Specialist Signature	Date
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Approved	Denied	Unit Chief Signature	Date
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