8-5-05

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| **REQUEST: NON-COMPETITIVE CONTRACT** |
|  | **APPROVED** |
|  |
| **Commissioner of Finance & Administration** |
| **Date:** |
|  |
| **Each of the request items below indicates specific information that must be individually detailed or addressed as required. A request can not be considered if information provided is incomplete, non-responsive, or does not clearly address each of the requirements individually as required.** |
| 1. **RFS #**
 |       |
| 1. **State Agency Name :**
 |       |
| 1. **Service Caption :**
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| 1. **Proposed Contractor :**
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| 1. **Contract Start Date :** (attached explanation required if date is < 60 days after F&A receipt)
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| 1. **Contract End Date IF all Options to Extend the Contract are Exercised :**
 |       |
| 1. **Total Maximum Cost IF all Options to Extend the Contract are Exercised :**
 |       |
| 1. **Approval Criteria :**(select one)
 | **[ ]**  | **use of Non-Competitive Negotiation is in the best interest of the state** |
| **[ ]**  | **only one uniquely qualified service provider able to provide the service** |
| 1. **Description of Service to be Acquired :**
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| 1. **Explanation of the Need for or Requirement Placed on the Procuring Agency to Acquire the Service :**
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| 1. **Explanation of Whether the Procuring Agency Bought the Service in the Past, & if so, What Procurement Method It Used :**
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| 1. **Name & Address of the Proposed Contractor’s Principal Owner(s) :**(not required if proposed contractor is a state education institution)
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| 1. **Evidence of the Proposed Contractor’s Experience and Length of Experience Providing the Service :**
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| 1. **Documentation of Office for Information Resources Endorsement :**(required only if the subject service involves information technology)
 |
| **select one:** | **[ ]**  | Documentation Not Applicable to this Request | **[ ]**  | Documentation Attached to this Request |
| 1. **Documentation of Department of Personnel Endorsement :**(required only if the subject service involves training for state employees)
 |
| **select one:** | **[ ]**  | Documentation Not Applicable to this Request | **[ ]**  | Documentation Attached to this Request |
| 1. **Documentation of State Architect Endorsement :**(required only if the subject service involves construction or real property related services)
 |
| **select one:** | **[ ]**  | Documentation Not Applicable to this Request | **[ ]**  | Documentation Attached to this Request |
| 1. **Description of Procuring Agency Efforts to Identify Reasonable, Competitive, Procurement Alternatives :**
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| 1. **Justification of Why the State Should Use Non-Competitive Negotiation Rather Than a Competitive Process :** (Being the “only known” or “best” service provider to perform the service as desired will not be deemed adequate justification.)
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| **REQUESTING AGENCY HEAD SIGNATURE & DATE :**(must be signed & dated by the ACTUAL procuring agency head as detailed on the Signature Certification on file with OCR— signature by an authorized signatory will be accepted only in documented exigent circumstances) |
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| **Agency Head Signature** | **Date** |