

The Southern Baptist Theological Seminary

NO BID JUSTIFICATION

Vendor: _____ Annual or Total Commitment Cost: _____

Check one applicable box (either A,B, C, or D)

A. A competitive bid was not obtained because the vendor selected is a sole source provider. The vendor qualified as a sole source provider because:

- vendor is the only authorized distributor for the area
- item is a specialized piece of equipment that is manufactured only by this vendor.
- vendor is the only servicer for the existing equipment of software
- vendor is the only provider of this brand of equipment where such brand related to existing equipment or software
- vendor is the only company that can perform the entirety of the scope of work need; rather than breaking the project into multiple sub-sets with multiple vendors.

Comment _____

B. A competitive bid was not obtained because the vendor selected is under a group purchasing consortium/contract where such consortium/contract has been approved by the Seminary's Procurement Department.

C. Item was an emergency repair and done quickly or after hours to help maintain the operations of the Seminary

D. A competitive bid was not obtained even though the item or service may be provided by more than one source because:

I certify that the above statements are true and correct, and that no other material fact or consideration offered or given has influenced this recommendation for a no competitive bid purchase.

 Employee Name (print) Employee Title (print) Department

 Department Authorized Signature Date Phone number

Procurement Department Use Only:

Reviewed by: _____ Date: _____ Approve/Deny: _____

Justification for deny: _____