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UNIVERSITY OF WISCONSIN–MADISON

Non-Competitive Purchase Request Form

This form should be used for all sole source purchases over $5,000 to satisfy state and federal requirements for sole source purchases. Please note purchases of a sole source nature exceeding $25,000 may require additional approvals from the DOA and Governor's office, which may take 6-10 weeks for approval. Reference UW-3058 Non-Competitive Purchases Policy for additional information: policy.wisc.edu/library/UW-3058

Provide a detailed explanation for each item listed below. Attach additional information as needed.

1. Description of the item or service and why it is needed.

2. Demonstration that only one source exists. Note: The requester should always check to see if there are multiple suppliers that sell the product they wish to purchase. If there are multiple suppliers, then a competitive process must be completed.

3. A statement showing the price is reasonable either on a fair market value or on a cost basis.
   Examples: a comparison of costs for similar work, prices publicly published by the provider, a redacted vendor invoice, or a comparison to in-house costs to do the same work.

4. Justification on why the procurement cannot be bid and why the competitive negotiation (request for proposal) process cannot be used, and why the noncompetitive negotiation (sole source) is being recommended. This should include the following as applicable:

   a) Reason for rejection other products, services, or suppliers if there are other sources for similar products or services.

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b) If this purchase is required to match existing equipment, please provide original purchase order number, supplier name, and description of original purchase.

c) If the service or products are required to match a previous purchase to maintain continuity of research, please provide a detailed explanation.

d) Provide information regarding a collaborative project if it's required you purchase the same product or service as your collaborator.

5. A statement indicating the procurement is in the best interests of the state.

The undersigned certifies the above facts and data set forth are complete and accurate.

Preparer's Name and Title:

Signature of Preparer: Date:

Supervisor's Name and Title:

Signature of Supervisor: Date: