

**NON-COMPETITIVE PROCUREMENT DOCUMENTATION**

This procurement is being made utilizing Community College of Philadelphia Non-Competitive (Sole Source) Procurement Procedure for the following reason(s):

- 1. The equipment/item(s) can only be obtained from one person or firm (sole source of supply). Attach detailed explanation along with appropriate references.
- 2. The contemplated procurement is for components being procured in support of equipment specially designed by the manufacturer. Attach detailed explanation along with appropriate references.
- 3. The procurement is for an item which must be compatible to those items already on college premises. Attach detailed explanation along with appropriate references.
- 4. Competition is precluded because of existence of patent rights, copyright, or similar circumstances. Attach detailed explanation along with appropriate references.
- 5. Supplies or services are required immediately because of an exigency, and time will not permit formal advertising or soliciting of competitive sources. Attach detailed explanation along with appropriate references.
- 6. Procurement of personal or professional services. Attach detailed explanation along with appropriate references.
- 7. It is impossible to draft, for solicitation of bids, adequate specifications or any other adequately detailed description of the required supplies or services. Attach detailed explanation along with appropriate references.
- 8. The contemplated procurement is for technical non-personal services in connection with the assembly, installation, or servicing or the instruction of personnel therein of equipment of a highly technical or specialized nature. Attach detailed explanation along with appropriate references.
- 9. The contemplated procurement is for labor and material required for providing immediate accommodation in support of the installation of new equipment/systems which can be accomplished by a vendor already on site; and it would not be practical to allow another vendor to work on the same site or when it would be considered impractical for another vendor to mobilize and demobilize. Attach detailed explanation along with appropriate references.
- 10. The contemplated procurement is estimated to be less than \$15,000 and is NOT construction, reconstruction or repairs.
- 11. This item is specifically required for use in conjunction with an existing grant/contract. Attach detailed explanation along with appropriate references.
- 12. Other. Attach detailed explanation along with appropriate references.

*By signing below, the below individuals indicate that they have reviewed the details of this procurement, and confirm the above to be true to the best of their knowledge.*

\_\_\_\_\_  
Department Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Purchasing Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President of Business & Finance

\_\_\_\_\_  
Date