

**University of Nebraska**  
**Non-Competitive Procurement Documentation**

**RP-6.2.1.5.a** requires small purchase procedures for purchases that equal or exceed the micro-purchase level and competitive proposals or bids for purchases of \$250,000 or more. **RP-6.2.1.5.b** provides certain exceptions. **This form must be approved by the Chief Procurement Officer for purchases of \$250,000 or more where competitive proposals or bids are not obtained or by the Associate Chief Procurement Officer for small purchases where quotations are not obtained.**

**Requestor Name** \_\_\_\_\_ **Requestor Email** \_\_\_\_\_

*Non conflict statement: In accordance with RP-6.2.1.7, by submitting this form you affirm that you have no conflict of interest in the selection of this supplier, nor will you receive personal or financial benefit from this purchase.*

**Supplier** \_\_\_\_\_ **Amount** \_\_\_\_\_ **Contract, PR, or Invoice#** \_\_\_\_\_

**RP-6.2.1.5.b.1)iv** Procurement by non-competitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

Select	<b>Circumstances for Procurement by Non-Competitive Proposals</b> definitions for relevant capitalized terms are included on the following page
	<b>The Purchase of a unique Article or Service that is available only from a single source</b> (without limiting the generality of the foregoing, examples include public utilities; books, periodicals, and other publications; and specially designed business, research, or scientific equipment and software). Unless an Article or Service is necessary for the operation of an existing Article or performance of an existing Service purchased by the University, a specification for a proprietary Article or Service does not justify a Purchase by noncompetitive proposal where there is more than a single source that can provide the Article or Service. <b>See RP-6.2.1.5.b.1)iv.A.I; -6.2.1.5.b.1)iv.C.</b>
	The Purchase of an Article or Service that is <b>necessary for the operation of an existing Article or performance of an existing Service</b> purchased by the University. <b>See RP-6.2.1.5.b.1)iv.A.II.</b>
	The Purchase is necessary to address an <b>Emergency</b> . <b>See RP-6.2.1.5.b.1)iv.A.III.</b>
	<b>The Purchase of Professional Services</b> ; provided, however, any contract for Licensed Professional Services, construction management, and design-build services shall be made in accordance with applicable law and Board of Regents policies. <b>See RP-6.2.1.5.b.1)iv.A.IV; -6.2.1.5.b.1)iv.A.VII.</b>
	<b>The Purchase is for maintenance or servicing of equipment made from the manufacturer of the equipment or the manufacturer's authorized service agent</b> , where, in the judgment of the Authorized Signatory, such maintenance or service can be most effectively performed by the manufacturer or its authorized service agent. <b>See RP-6.2.1.5.b.1)iv.A.V.</b>
	The Purchase is to be made using federal funding and the <b>federal awarding agency or pass-through entity expressly authorizes non-competitive proposals</b> in response to a written request from the non-federal entity. <b>See RP-6.2.1.5.b.1)iv.A.VI.</b>

This form must be accompanied by written justification for the non-competitive procurement from the requesting college, school, department, division, office, or other administrative subdivision.

**Written Justification**

**Procurement Officer Approval** \_\_\_\_\_

**Date** \_\_\_\_\_

## **Definitions**

“Article” means any item of personal property, including all materials, products, supplies, furniture, equipment, printing, stationery, technology, and all other chattels, goods, wares, and merchandise.

“Authorized Signatory” means any person delegated signature authority to approve and execute a Contract pursuant to RP-6.3.1.

“Consideration” means the benefit or value, whether by promise, performance, or forbearance of a specific act, each party to a Contract bargains for and/or receives or expects to receive when entering the Contract.

“Contract” means any written agreement for a stated Consideration between the University and one or more other parties, creating obligations that are legally recognizable or enforceable.

“Emergency” means an event or occasional combination of circumstances that calls for immediate action or remedy, pressing necessity, exigency, a sudden or unexpected happening, or an unforeseen occurrence or condition where it is in the public interest for the University to take action and includes, but is not limited to, situations where the University must act to (i) avoid the loss of life, health, safety, or property; (ii) respond to a natural catastrophe, such as a tornado, storm, flood, snowstorm, manmade disaster, war, act of or serious threat of terrorism, or pandemic or widespread disease; (iii) respond to time limits established by a person or agency external to the University; or (iv) obtain cost savings for the University where the time constraints of Competitive Procurement would eliminate the cost savings.

"Licensed Professional Services" shall mean those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered land surveying as defined by the laws of the state of Nebraska, or those performed by any architect, professional engineer, landscape architect, or registered land surveyor in connection with his or her professional employment practice.

“Professional Service” means any Service that requires special knowledge as distinguished from skills and (i) requires a license or other legal authorization as a condition precedent to the rendering of the Service or (ii) is commonly recognized as a professional service. Examples of Professional Services include, but are not limited to, accounting and auditing; actuarial; legal; personnel; financial; computing; management; marketing; educational program planning or evaluation; insurance and risk management; hotel booking; or travel booking. Examples of skilled professions not considered Professional Services include, but are not limited to, construction trades, cleaning, equipment operations or repair, fire or security systems, furniture repair or installation, landscaping, locksmith, moving, storage, painting, pest control, vehicle repair or maintenance, waste removal, recycling, printing, or catering.

“Purchase” means (i) the process of acquisition of any Article by the University by transfer of ownership or by lease or license for a stated Consideration paid to a Contractor; (ii) a Contract for any Service, including any Professional Service, to be provided by any Contractor for a stated Consideration; or (iii) a Contract for any labor, material, or equipment for construction, repair, alteration, remodeling, renovation, or demolition of any University building or other improvement to Real Property to be provided by a Contractor for a stated Consideration.

“Service” means the rendering of time or effort of a Contractor whose purpose is to perform an identifiable task rather than to furnish an Article.