

4. Explain the reasons competitive products or services are not satisfactory. Identify all other sources whose products/services have been considered for this project and explain why they were found unsatisfactory. Also, attach any quotes/proposals received from other sources, if applicable

Important Note: Prior to evaluating products/services, notify Procurement Services to determine if the evaluations should fall under the umbrella of a Formal Solicitation. Also, any mention of pricing, discounts or volume based justifications will disqualify this justification.

5. For products: Give brand and model number of existing equipment if product will be used with existing equipment. List the purchase order number, if applicable.

6. For services: If the service is related to an existing contract for service, list the existing purchase order number.

The Contractor has not given or offered to give at any time any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to me in connection with the submitted bid, offer, proposal or contract. The undersigned university official does not have a financial, personal, or business interest in a vendor whose products or services are being considered for purchase at the university or campus. Any conflict shall be disclosed to prevent any real or perceived institutional conflicts of interest.

Date

Submitted By:

Department:

AVC or AVP Signature

Procurement Services

Note: If your dept does not roll up under a AVC or AVP, the person with budgetary responsibility may sign (generally a dept chair)