REQUEST TO USE NONCOMPETITIVE PROCUREMENT

Subrecipients with an executed GLO-CDR contract must obtain written approval from GLO-CDR prior to executing a contract with a vendor where the solicitation results in a noncompetitive procurement method. All requests to utilize a non-competitive procurement must be submitted in writing by the subrecipient to GLO-CDR at CDR@recovery.texas.gov. The written request should define the solicitation, the procurement process, demonstrate due diligence to meet full and open competition requirements, supporting documentation, and a copy of this fully completed form. Completion of this form is a subrecipient’s certification to comply with 2 CFR 200.320 (f). The request, form, supporting documentation, and GLO-CDR response must be maintained for record-keeping requirements.

Please check all applicable circumstances and submit supporting documentation for each selection.

1. Were proposals solicited from only one source (i.e. sole source)?
   Yes ☐ No ☐

2. Was only one response received for the solicitation?
   Yes ☐ No ☐

3. Is the item or service only available from a single source? If yes, please explain why in the written request.
   Yes ☐ No ☐

4. Did public exigency or emergency exist where a delay from competitive solicitation would be unacceptable? Delays from inadequate planning do not justify the use of noncompetitive measure for public exigency or emergency.
   Yes ☐ No ☐

5. After solicitation of a number of sources, competition is determined as inadequate. Please provide support for the items listed below.
   Yes ☐ No ☐
   - Documentation of direct solicitation or outreach to multiple providers.
   - Documentation of outreach to federally specified firms.
   - Documentation of more than one attempt to procure competitively.
   - Documentation of scoring criteria clearly defined for the solicitation.
   - Analysis of original specifications for accuracy and reasonableness to the scope of the project.
   - Documentation of an independent cost estimate or engineer’s estimate for the solicitation.
   - Documentation of a cost analysis.
   - Documentation of profit negotiation.

6. Did the solicitation allow for a time and material-based contract?
   Yes ☐ No ☐

7. Did the solicitation allow for a cost-plus a percentage of cost?
   Yes ☐ No ☐

8. Does the request ensure there is no conflict of interest with the proposed vendor?
   Yes ☐ No ☐

9. Does the request indicate that the Excluded Parties List was checked and that the proposed vendor has not been debarred from receiving federal funds?
   Yes ☐ No ☐

Note: Request for use of a non-competitive procurement does not guarantee federal compliance nor is it a guarantee that the request will be approved. All procurement activities are subject to monitoring.