VTC NON-COMPETITIVE BID STATEMENT

The purpose of this form is to document the specifics of a sole-source purchase, exempt from competitive bidding under the VSC Purchasing Policy. According to the VSC Purchasing Standards and Procedures this determination is usually acceptable, for example, for proprietary items that are only available from a single source or where discounts or quality are superior to other vendors. A sole-source purchase for which competitive bidding would otherwise be required at VTC shall be approved IN ADVANCE OF THE PURCHASE by the Dean of Administration or the President of the College.

Project/Product Name:

VTC Employee Procuring Item:

Estimated Purchase amount:

Description of Purchase:

Reason for Waiver:

Completed by:

Department Chair/Head:

Dean/Agency Head:

VTC Dean of Administrative:

VTC President:

March 6, 2012