

VERMONT TECH

Manual of Policy and Procedures

<i>Title:</i> VTC Non Competitive Bid Statement	<i>Number:</i> T 210 B	<i>Page(s):</i> 2
	<i>Date:</i> June 7, 2012	

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 VSCS Purchasing Policy. According to the VSCS 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: _____

Date: _____

Completed by: _____

Department Chair/Head: _____

Dean/Agency Head: _____

VTC Dean of Administration:


VTC President:

POLICY MODIFICATION HISTORY

I. The following dates reflect chronological changes made to this policy which are henceforth considered depreciated.

a) March 6, 2012

b) June 7, 2012

Signed By:  Patricia Moulton President
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