

DHSES Noncompetitive Procurement Request Form

9. Actions taken to select this vendor:

- a. Was a search conducted of NYS Office of General Services (OGS) or U.S. General Services Administration (GSA) contracts for this product or service?
 - i. What was the result of the search?

- b. Was an internet search for similar products or services conducted?
 - i. What was the result of the search?

- c. Is this procurement for purchase of, repairs or upgrades to proprietary equipment or software?
- d. Will the use of any other vendor void equipment warranties?
- e. Describe vendor's expertise and experience:

10. Justification for selecting this vendor versus other alternatives:

11. For maintenance/service contract or warranty:

- a. Term (dates) of contract/warranty:

(Note: The term must fall within the performance period of the grant being charged.)

- b. What was the original method of procurement for the contract/warranty?

- c. How was the contract/warranty previously funded?

12. For time sensitive procurements:

- a. When does this procurement need to be completed?

- b. Impact on program if date is not met:

- c. How long would it take another vendor to start and complete the project?

13. Explain how reasonableness of cost was determined, and maintain the documentation determining this with your procurement records. (i.e., a "fair market price" that could be anticipated had normal competitive conditions existed, and how that conclusion was reached):

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14. Additional justification/information:

Subrecipient Signature

Date

Title

Email Address

Phone Number

Please email completed form to your assigned Contract Representative for review.

This section for DHSES use.

Approved

This approval applies to this request only. Any renewals, amendments, extensions or revisions to this procurement contract will require an updated review and approval from DHSES. Should you need to make any additional non-competitive procurements you must receive prior written approval from the Division of Homeland Security and Emergency Services. Please be aware that you are required to enter into a formal agreement with the vendor for this procurement. Copies of the agreement, signed by all parties, must be maintained on file and made available upon request to DHSES for contract compliance review and audit purposes.

DHSES Representative Signature

Date