

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.