



**GUILFORD COUNTY  
NO BID JUSTIFICATION FORM**

This form is designed to assist staff in providing information necessary in the processing of requisitions or contracts for purchases where competitive bids valued \$30,000 or more will not be obtained as required by the Guilford County's Purchasing Policy. Please complete and forward to the Purchasing Department at [DG\\_Purchasing@guilfordcountync.gov](mailto:DG_Purchasing@guilfordcountync.gov) prior to any commitment (verbal or written). If approved, the form must be attached to the requisition or contract.

**VENDOR NAME:** \_\_\_\_\_ **TOTAL COMMITMENT COST:** \_\_\_\_\_

**PURCHASE DESCRIPTION:** \_\_\_\_\_

Check one applicable box (either A, B, or C)

**A. A competitive bid will not be obtained because the vendor selected is a sole source provider. The vendor qualifies as a sole source provider because:** *NOTE: Sole source purchases must be approved by the Board of Commissioners (BOC).*

\_\_\_\_ vendor is the only authorized distributor / provider for the area

\_\_\_\_ item is a special equipment that is manufactured only by this vendor

\_\_\_\_ vendor is the only service provider for existing equipment or software

\_\_\_\_ standardization or compatibility is the overriding consideration

\_\_\_\_ vendor is the only provider for this brand of equipment, software or service of this product, where such brand and/or expertise relates to existing County equipment or software

**B. A competitive bid will not be obtained because the purchase is: for used goods, from another government unit, a state contract purchase, a GSA contract purchase, a piggyback contract purchase, or the vendor selected is under a group purchasing consortium/program.** *NOTE: Piggyback contract purchases must be approved by the BOC.*

**C. A competitive bid will not be obtained even though the item or service may be provided by more than one source. If more space is needed to answer the questions, please attach additional pages (s).**

1) Is this a special emergency involving the need to prevent immediate harm for the health and safety of people or property? If yes, please explain otherwise indicate N/A (not applicable):

2) Why is this purchase unique/highly specialized and should only be purchased from this provider?

3) What market research has been conducted to substantiate no competition? (Provide a narrative of your efforts to identify other similar or appropriate goods/services and how you concluded that such alternatives are either inappropriate or unavailable.

4) What are the consequences for not having this purchase request approved and not going out for bid?

**I certify that the above statements are true and correct, and that no other material fact or consideration offered or given has influenced this recommendation for a no competitive bid purchase.**

\_\_\_\_\_  
Requestor's Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department

**Purchasing Department Use Only:**

\_\_\_\_\_  
Purchasing Director/Designee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approve or Deny

Additional Comments: