

Gaston County
Justification Approval Form for Non-Competitive Contracts
Regarding Federal Funding and Uniform Guidance

Form Version 6/18/19

Application:

- Use this form when the purchase or service is at or above the Small Purchase level which is currently \$10,000, and submit to the Grantor Agency (or Agencies) for written approval.
- If Grantor Agency has its own version of this form, use the Grantor's form.
- If the purchase or service is below \$10,000, approval of non-competitive contracts is not required per UG (unless the grant requirements indicate otherwise), but follow County procedures at \$5,000 to \$9,999.

Gaston County Implementing Department _____ Division of Social Services _____

Dept Contact Name Dana Sisk Phone or Email dana.sisk@gastongov.com

Project Name Northwoods Software Project Number 020-05-4790-0000-560000-18040

Dept Head Angela Karchmer Angela Karchmer 6/20/2019
Printed name Signature Date

Description of Proposed Purchase Maintenance for existing Northwoods software system

Conditions in which non-competitive contracts are allowed are as follows. Check all that apply.

- ☒ **Sole Source** – The purchase or service is only available from one source. Attach sole source justification from the vendor/manufacturer or service provider. Sole source must be approved by Board of Commissioners when cost is \$10,000 or more.
- ☐ **Public Exigency** – A public exigency exists when there is an imminent or actual threat to public health, safety, and welfare, and the need for the item will not permit the delay resulting from a competitive bidding. This exception can only be considered during the actual exigency – not afterward. Document and attach a thorough justification of the exigency.
- ☐ **Inadequate Competition** - A contract may be awarded without competitive bidding when competition is determined to be inadequate after attempts to solicit bids from a number of sources as required under these Procedures do not result in a qualified winning bidder. Attach documentation of bid process and efforts to solicit multiple bidders.
- ☐ **Federal Contract** - A contract may be awarded without competitive bidding when the purchase is made from a federal contract available on the U.S. General Services Administration (GSA) schedules of contracts. Federal Contract # _____ / Vendor _____
NOTE – FEMA requirements differ; refer to the UG Procedures for details.
- ☐ **Awarding Agency Approval** - A contract may be awarded without competitive bidding with the express written authorization of the federal agency or state pass-through agency that awarded the federal funds so long as awarding the contract without competition is consistent with state law. *State law allows consideration of sole source when (1) performance or price competition for a product are not available; (2) a needed product is available from only one source of supply; or (3) standardization or compatibility is the overriding consideration. Governing board approval is required for sole source. Circle those which apply and attach documentation.*

Grantor Approves: YES _____ NO _____

Grantor Representative Name _____ Signature _____

Grantor Agency Name _____ Date _____