

Non-Competitive Procurement Justification Form

Instructions:

Use this form to justify your non-competitive procurement. The Purchasing Division requires a written explanation to document why a product or service is only provided by one source and whether efforts were made to find other vendors.

The purpose of this form is to waive competitive bidding, where multiple quotes would normally be required (see Purchasing Policy for specific requirements and approval thresholds).

Examples of when to use this form:

- Purchases that are not competitively bid because they are clearly and legitimately limited to a single source of supply. Considerations:
 - Licensed, copyrighted or patented products or services that only one vendor provides
 - Compatibility requirements
 - Proprietary or custom-built software or information systems that only one vendor provides
 - Products or services where only one vendor meets the required certifications or statutory requirements
- Purchases that are not competitively bid because they involve special facilities or market conditions.

If competitive bidding is waived, the appropriate signing delegations still need to be followed.

This form is **not** required for:

- Purchases that are competitively bid (where multiple quotes are obtained)
- Purchases under \$10,000
- Intergovernmental cooperative purchases
- Interlocal purchases

Please select one of the following:

- This is an un-quotable purchase:
- Sole Source
- This is a quotable purchase but Director or Mayor will waive the use of the competitive process. Please note this option can only be used for the following types of purchases:
- Operating Supplies & Equipment
 - Operating and General Services
 - Professional Services
 - Instructional/Artistic Services

Please complete the following:

Your Name:	Jenny Lybeck
Your Department:	Executive - Sustainability
Date Requested:	11/5/2024
Requested Product or Service:	Professional Services
Estimated Cost:	\$XXX
Vendor (Source of Supply):	Olympia Community Solar



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Vendor Address:	209 5th Ave E Olympia WA, 98501
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1. Describe the purpose or function of the requested product or service.

Olympia Community Solar will conduct a Solarize Campaign in the Eastside Climate Partnership cities of Redmond, Bellevue, Issaquah, and Mercer Island. Solarize is a nonprofit-sponsored solar energy group purchasing model used to reduce costs and simplify the solar installation process for community members. The contract costs will allow OCS to conduct outreach, host workshops, support community member participation, and support installation process to advance solar adoption in Redmond and on the Eastside. By participating in a solarize effort, customers receive a group discount and collectively learn how to “go solar” together. The Solarize model tackles three major market barriers: cost, complexity, and customer inertia.

2. Explain why the product/service requested is the only product/service that will work and why alternative vendors or distributors are unacceptable. Be specific with regards to any unique features, characteristics, requirements or capabilities.

Olympia Community Solar is a 501c3 non-profit organization located in Olympia Washington that works to advance solar adoption in Washington. Spark Northwest is only one other non-profit organization in the region that conducts Solarize Campaigns and they are now focusing their resources on underserved communities.

3. If the particular product/service was not available or could not be purchased, how would the department proceed with its work?

The work would not move forward.

4. Describe the market research that was conducted. Explain the efforts made to determine whether other qualified vendors or products/services exist.



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Outreach to other cities, existing vendors that we've worked with in the past, and desktop research.

I certify to the best of my knowledge that this purchase is compatible with existing goods, equipment or services and there are no reasonable alternatives or substitutes and/or the product/service is clearly and legitimately available from only one source of supply.

Step 1. Sign below OR provide an email approval:

City Representative:	Signature: Jenny Lybeck	Date: 11/5/2024
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Step 2. Select the appropriate box and sign below OR provide an email approval:

Director: Select appropriate box below.	Signature:	Date:
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- This is an un-quotable purchase and competitive bidding is waived:
 - Sole Source: Over \$10,000
- This is a quotable purchase but competitive bidding is waived:
 - Operating Supplies & Equipment (annually): \$10,001 - \$200,000
 - Operating Services, Repair & Maintenance, and General Services (annually): \$10,001 - \$50,000
 - Professional Services (annually): \$10,001 - \$50,000
 - Instructional/Artistic Services (annually): \$10,001 - \$75,000

Mayor or Designee: Select appropriate box below.	Signature:	Date:
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- This is a quotable purchase but competitive bidding is waived:
 - Operating Supplies & Equipment (annually): Over \$200,000
 - Operating Services, Repair & Maintenance, and General Services (annually): Over \$50,000
 - Professional Services (annually): Over \$50,000
 - Instructional/Artistic Services (annually): Over \$75,000

Step 3. Send the completed form and applicable approval to the Purchasing Division; email is acceptable. Include any back-up documentation.



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Reminder! The purpose of this form is to waive competitive bidding. The appropriate signing levels still need to be followed (see Purchasing Policy for specific requirements and approval thresholds).

To be completed by the Purchasing Department:

Purchasing:	Signature:	Date:
Contract or PO/PA #:		

