

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:	Katie Fraser
Your Department:	Parks & Recreation
Date Requested:	2/4/2022
Requested Product or Service:	Professional Services for Tennis Activities
Estimated Cost:	\$100,000.00
Vendor (Source of Supply):	Tennis Outreach Programs (TOPS)



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Vendor Address: 10822 117th PL North, Kirkland, WA 98033

1. Describe the purpose or function of the requested product or service.

Tennis Outreach Programs (TOPS) has been a contractor for City of Redmond Parks & Recreation for many years. TOPS offers tennis camps and classes year-round to adult and youth participants.

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.

Tennis Outreach Programs (TOPS) was created by Marceil Whitney in 2003 as a desire to give back to the community by reaching disadvantaged, at-risk youth as well as other kids and teens, using tennis and education as a vehicle for success. TOPS is unique and the primary contractor choice for Redmond, as they offer affordable tennis camps and lessons for both youth and adults.

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

TOPS serves hundreds of Redmond families by offering multiple weeks of summer camps and lessons each year. They also are one of the largest revenue-generating contractors within the recreation department. Without TOPS, there would be a huge gap in service to the Redmond community and a financial impact to the Recreation Activity Fund.

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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There was a competitive process where contractors were invited to apply to offer programs through Redmond Parks & Recreation for 2022. TOPS was unique in the services they submitted. Additionally, they are a local organization and have been established in the community for many years.

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:	<small>DocuSigned by:</small>  <small>BF6B679CD9B04CB...</small>	Date: 2/8/2022
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Step 2. Select the appropriate box and sign below OR provide an email approval:

Director: Select appropriate box below.	Signature:	<small>DocuSigned by:</small>  <small>BF6B679CD9B04CB...</small>	Date: 2/8/2022
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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:	<small>DocuSigned by:</small>  <small>BF6B679CD9B04CB...</small>	Date: 2/8/2022
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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 #:		

