

## Basic Information on Non-competitive Purchasing

In general, purchases of \$5,000 or more will be made on the basis of competitive prices except as provided in university fiscal policy. However, when a non-competitive method of purchasing goods/services (i.e., a sole-source or other non-biddable product) is requested, the required non-competitive justification (NCJ) form must be submitted along with the requisitions. Exceptions to the usual bidding process include:

- **Emergency Purchases**

Justification for an emergency purchase may occur when time is limited and products or services are needed to protect the lives or health of persons, to prevent or minimize damage to university property, or to meet other critical requirements. The required non-competitive justification (NCJ) form must be completed to confirm the emergency situation. As time permits, the purchasing department will try to obtain bids. Consult your campus purchasing department for specific procedures.

- **Other Non-Competitive Purchases**

Departments must complete the required non-competitive justification (NCJ) form when requesting that products or services be excluded from competitive bidding. The purchasing department will classify a product or service as non-competitive when competitive methods are not feasible or practical, as in the following situations:

1. Only one product or service can meet the specific need and the required product or service is available from only one source.
2. Compatibility or consistency with past acquisitions or products or services is essential (e.g., avoiding additional costs by changing the supplier of the product or service).

## Basic Steps for Creating an NCJ for a New Requisition

1. Create a requisition.
2. Save the requisition but **do not release it**.
3. Create an NCJ for a requisition using the **ZNJ\_MAINT\_REQ\_NCJ** transaction.
4. Save the NCJ and submit it to workflow for approval.
5. Go back to the requisition and enter the NCJ number in the header text.
6. Release the requisition to workflow for approval.

## Basic Steps for Creating an NCJ to Amend an Existing Purchase Order

1. Create an NCJ for a requisition using the **ZNJ\_MAINT\_REQ\_NCJ** transaction.
2. Enter the requisition number linked to the existing PO that is to be amended.
3. Save the NCJ and submit it to workflow for approval.