

**ATTACHMENT 2 – NON-COMPETITIVE PROCUREMENT JUSTIFICATION**  
**WORKSHEET**

Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source. This method may be used only under the circumstances noted below pursuant to 2 C.F.R. § 200.320(c). If a non-competitive procurement method was used, indicate the applicable circumstance below. Attach additional documentation in support, if necessary.

Contractor Name (if known): \_\_\_\_\_

Contract Title/No.: \_\_\_\_\_

Brief description of the product or service to be procured:

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Expected dollar value: \$\_\_\_\_\_

Check all that apply:

\_\_\_\_\_ The aggregate cost of the goods or services sought is less than or equal to \$10,000.  
(Complete Purchase Requisition.)

\_\_\_\_\_ The item is available only from a single source.

\_\_\_\_\_ The exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation. A Presidential emergency or major disaster declaration under the Stafford Act alone is not sufficient.

\_\_\_\_\_ *In the attached document*, FEMA expressly authorized non-competitive procurement for this purchase.

\_\_\_\_\_ After solicitation of a number of sources, competition was determined to be inadequate.

Provide a detailed explanation as to why it is necessary to contract non-competitively.

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Describe the specific steps taken to determine whether competition is feasible. For example, if the item is available only from a single source, attach market research or results from a solicitation which garnered only a single response.

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Describe the results of any Conflict of Interest review conducted (or, if you did not complete a conflicts review, explain why not). If a Conflict of Interest is unavoidable, such as due to exigency or emergency circumstances, explain how it is was unavoidable and the steps taken to mitigate the impact of that Conflict of Interest.

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Include any other pertinent information for the justification.

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Department Head: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_