



UNIVERSITY OF MASSACHUSETTS DARTMOUTH PROCUREMENT MANUAL

Section 4.11 - Non-Competitive Award Justification (NCAJ) for Equipment

1. **Dollar Threshold:** Purchases of equipment over \$10,000 and up to \$49,999 must be competitively bid by the department by obtaining competitive quotes. Purchases of equipment over \$49,999 must be competitively bid by the Procurement Department unless an acceptable Non-Competitive Award Justification (NCAJ) is provided by the department and approved by Procurement.
2. **When to use an NCAJ:** A Non-Competitive Award Justification is used when only one individual or firm is able to provide a piece of equipment required by the University. For equipment, this usually occurs when a highly specialized piece of equipment is required to conduct highly specialized research.
3. **Forms:** In order to request an exception to bidding based upon a Non-Competitive Award Justification, download, complete and email the NCAJ form to purchasing@umassd.edu along with any other quote, proposal or documentation pertaining to the potential purchase.

The NCAJ form can be found online at

4. **Requirements for a NCAJ Request:** There are two types of NCAJ that can be requested, the details and requirements for each are described below.
 - a. **Sole Source** means that the product/service is unique and that the vendor is the only one in the world from whom the product/service can be purchased. Justifications for Sole Source shall include the following:
 - (1) a statement to the effect that the requester has thoroughly researched the purchase, and to the best of the requester's knowledge and belief, the vendor for the product/service is the only one in the world from whom the product/service can be purchased;
 - (2) a detailed explanation of what the product/service is, its purpose, and what it is about the product/service that makes it unique. If unique technical features or accuracy are the basis for sole source, the justification must so include.
 - b. **Sole Acceptable Source/Brand** means that similar types of products/services may exist, but that the vendor/brand, for reasons of expertise, and/or standardization, quality, compatibility with existing equipment, specifications, or availability, is the only source/brand that is acceptable to the requester or the University. Sole brand may be available from more than one source of supply, and, if so, shall be competitively bid to those sources in accordance with the purchasing policy established by the University for the particular type of procurement.

Justifications for Sole Acceptable Source/Brand shall include the following:



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- (1) a statement to the effect that the requester has thoroughly researched the purchase and that the vendor/brand is the only acceptable vendor/brand to fit the particular need;
- (2) a detailed explanation of the particular need;
- (3) a list of the other vendors/brands considered;
- (4) why the vendor/brand was selected over other vendors/brands, including a detailed comparison of features, if applicable;
- (5) what the requester has done by way of cost comparison to determine that the charge is not out of line with the current market pricing for the product/service.