

JUSTIFICATION FOR NON-CISV BEST VALUE PURCHASE

In accordance with Texas Building and Procurement Commission (TBPC) guidelines, it is the policy of the University to purchase Catalog Information Systems items from a catalog vendor. When the University determines that it is in our best interest to purchase from a non-CISV, the proper purchasing method must be utilized for the purchase. Competitive bid limits apply. This justification should be completed prior to any purchase.

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Subject: Justification for Non-Catalog Information Systems Vendor (CISV) Award
 Ref: Texas Government Code Sec. 2157.061

ITEM DESCRIPTION:				
	Company Name	Contact Name	Phone	Quote
CISV Vendor				
CISV Vendor				
Non-CISV Vendor				

It has been determined that awarding to a CISV via the catalogue purchase procedure does not afford the University of Houston – Victoria the “best value”.

The following is provided in support of this justification: (Checked items apply.)

_____ There is only *one known* non-CISV (*sole-proprietor*) able to meet the University of Houston – Victoria’s current needs. “*Sole Source*” justification letter attached.

_____ The most current listing of certified CISV’s does not include a vendor providing the same product/service.

_____ The amount of dollars expected to be saved from purchasing from a non-CISV is substantial and warrants the award not being made to a current CISV.

Actual/Estimated savings: \$ _____

_____ Other relevant factors affecting the “best value” determination:

 Unit Head or Delegated Purchaser Signature

 Department

 Date

 Purchasing Approval

 Date