



## Division of Grants Administration Request for Noncompetitive Procurement (Sole-Source) Approval

Complete and submit this form to request prior approval for a noncompetitive, sole-source proposal. Limit one sole-source proposal per form. Completion and submission of this form satisfies the requirement in 2 CFR 200.320(d).

Name of Federal or State Grant

Name of Grantee  County-District #  Date

### Description of Request

Describe the sole-source proposal, and explain the rationale for making it noncompetitive.

Do you have a sole-source verification letter from the proposed vendor?  Yes  No

How many vendors have been contacted for price quotes that led you to determine that there is only a sole source?

List the vendors contacted:

Provide a reason that justifies making this procurement a noncompetitive or sole-source procurement.

### Certification

Name and Title of Authorized Official

Signature of Authorized Official \_\_\_\_\_ Date

This form must be signed by the authorized official.

Email this signed form to TEA's chief grants administrator at [grants@tea.texas.gov](mailto:grants@tea.texas.gov).

### For TEA Use

Request for prior written approval is approved as requested.

Request for prior written approval is approved with the following changes:

Request for prior written approval is denied.

Signature of Chief Grants Administrator \_\_\_\_\_ Date