



# Department of Grants Compliance and Oversight Request for Noncompetitive Procurement (Sole-Source) Approval

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

Name of Federal Grant

Name of Grantee  County-District #

## Description of Request

Describe the 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 this procurement is a noncompetitive or sole-source procurement.

## Certification

Name and Title of Authorized Official

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

This form must be signed by the authorized official.

Email this signed form to TEA's Department of Grants Compliance and Oversight (GCO) 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 GCO Associate Commissioner and Date \_\_\_\_\_