
Request for Waiver of Competitive Bidding

Please call the Purchasing Department at 47279 if you have questions.

The following justification is required for all proposed single source acquisitions exceeding \$10,000. Although not required for lesser value purchases, the requested detail will support and facilitate other unique requirements. This procedure neither authorizes nor recognizes the informal collections of unsolicited quotations as a valid basis for approval. Product materials, correspondence copies and price documentation are to be provided as attachments.

1. Indicate the proposed product/service: description, model, vendor, price, and contact (name, address, and telephone, fax, and email).
2. Describe the essential features necessary to meet your minimum requirements and the criteria for your request. Why should this product/service be restricted to a single source (i.e. compatibility, proprietary features, and/or other unique qualifications)?
3. If other products have been evaluated and deemed unsuitable, please indicate vendor item and your rationale for exclusion. Please attach any relevant correspondence or quotations you have received concerning other products/services considered.

I certify the facts and information provided are complete and accurate to the best of my knowledge and belief and, further, I have no financial interest or conflict of interest with the cited vendor. *

Printed Name:

Phone:

Original Signature**: _____

Date:

Purchasing Agent

Concurrence:

Date:

*The individual signing this document must be someone in the position to certify the accuracy of the facts presented above and provide additional information, if necessary.

**Original signatures are required, unless sending this document as an Ariba attachment for electronic routing approvals.