

## How Do I Buy or Handle...

### ***Request for Waiver of Competition Explanation and Preparation***

*(formerly known as Sole Source)*

#### **Request For Waiver of Competition Explanation:**

When there is a need for equipment or services not on contract, many departments mistakenly believe that the next step is to move to a sole source, and they complete the *Request for Waiver of Competition (formerly known as a Sole Source Justification)* form.

- A Sole Source exists when there is **ONLY one known** supplier for a unique product or service and no other options are available.
- Price is never a factor when justifying a sole source procurement.
- If competition is available, the procurement department has many competitive tools to get your equipment/service at the best price within your time lines.
  - Submit your requisition with needed specifications and timeline so we can quickly work to meet your needs.
  - If the request is over \$10,000 but equal to or under \$100,000, use the *FAST QUOTE for Small Purchases* process.
  - For more information, look on our website at the *How Do I Buy or Handle...* Section.

#### **Request For Waiver of Competition Preparation**

Complete the [Request For Waiver of Competition](#) (formerly Sole Source Justification) form on the Procurement website under For Departments/Forms. This form is fillable. Tab to each section.

- Part I & II: INFORMATION: Complete this section to provide contact information for the buyer when working on the procurement.

- **Part III: PROJECT JUSTIFICATION:** Briefly, provide background of your project in which this product or service will be used. If the item is proprietary (owned and legally controlled by a particular company) but competition is available among distributors, document it in this section.

- **Part IV: CHECK ONE BOX THAT EXPLAINS THE RATIONALE FOR THE REQUESTED WAIVER**

**1. SINGLE SOURCE:**

A Single Source justification exists if the goods and/or services are only available from one supplier (examples: patents, copyrights, and exclusive distribution). Backup documentation must be submitted with this form.

- Select one box to back up your reasoning for this to be a single source.
- For each box selected (Patent, Copyrights or Exclusive Distribution), documentation is required.
- When the 'other' box is selected, provide more information in Part III: PROJECT JUSTIFICATION section.

**2. EMERGENCY:**

An Emergency justification exists if the goods and/or services are required to:

- Correct or prevent an emergency health, environmental or safety hazard; and/or,
- Provide for the completion of special or time sensitive events; and/or,
- Enable the emergency repair/replacement of existing equipment essential for daily operations.

**3. PASS-THROUGH:**

The awarding agency or pass-through entity expressly authorizes noncompetitive quotes or proposals. Backup documentation from OSP supporting the pass-through must be submitted with this form.

**4. INADEQUATE COMPETITION:**

After contacting several sources, competition is determined inadequate. Backup documentation of the search must be submitted with this form.

- Select one box to back up your reasoning for inadequate competition.
- For each box selected (Market Research, Emails, Screenshots of Catalog Searches), documentation is required.
- When the 'other' box is selected, provide more information in Part III: PROJECT JUSTIFICATION section.

**5. CONTINUATION AND INTEGRITY OF ONGOING RESEARCH:**

When researchers need to acquire items from a particular source for scientific reasons (for example, when a service or item is only available with the required quality from one source or only one source can provide the items or service in the time frame required). Adequate justification shall be included.

- Explain why the product/service is required from the requested vendor in the space provided.
- If the product/service is required for a collaborative study, please provide the names of the other entities participating.

**PRINT THE FORM. HAVE IT SIGNED\* (Electronic Signatures are acceptable), ATTACH TO YOUR HOKIEMART REQUISITION ALONG WITH REQUESTED BACKUP DOCUMENTATION.**

***\*Remember that the person signing the form is certifying there is no conflict of interest.***