

Request for Sole / Single Source Procurement Form

In accordance with College Policy, competitive bids must be obtained for all purchases of goods or services in excess of \$25,000. This form must be completed and submitted for the appropriate approvals if the purchaser believes circumstances justify an exemption from this requirement.

The requestor must complete this waiver form; obtain approval from his/her department chair or vice-president. If the requestor's dept. chair or vice president does not approve, the requestor must obtain competitive bids.

Date:	Department:
Requestor:	Department Head:
1. Identify products / services to be approved for Sole Source Treatment:	
2. Name of Single Source Supplier / Contractor:	
Mailing Address:	
Phone Number:	
3. If Sole Source is determined based off of Non-Responsiveness, list the vendor names, contacts / contact information and date the solicitation was sent:	

Waiver of Competitive bidding may be waived under the following circumstances:
(Mark the one that best qualifies)

___ **Sole Source:** There is only one vendor or person that can provide that particular or unique service / commodity and any attempt to obtain bids would only result in that person or vendor bidding on it.

___ **Emergency:** the good or service is needed immediately to address an environmental, safety, or health emergency.

___ **Economic:** goods or services from another vendor would result in incompatibility with existing goods or services; require substantial time of money to use due to training requirements, retrofitting, etc; and/or goods or services are offered at a substantial discount.

4. Describe the reason(s) for rejecting other products, services or suppliers:

Recommend for approval (Dept. Chair or Vice President: _____
Date: _____

Recommend / Disapprove: (Vice President for Finance and Administration: _____
Date: _____