

## **SOLE SOURCE PURCHASES UNDER \$50K**

### **Waiver of Competition:**

It is a money saver to obtain competition for all purchases, and the Purchasing Department can assist in obtaining quotes if a customer's research falls short. Quotes are required between \$10,000.01 and \$50,000 for commodities and services, but we are aware that sometimes the required number of quotes cannot be found. In those instances, Purchasing management can waive the need for competition if the request to waive additional quotes is properly justified. **Lack of planning and/or having a preferred vendor is never an acceptable justification for waiving competition.**

The request to waive quoting must accompany the requisition (can be written in the comments section or included as an attachment on line 1 in line comments).

It should contain the following information:

1. Why is this the only item/service that will meet the department's needs/specifications and none other can?
  - What purpose is the equipment/service needed for?
  - Explain in detail specifically how no other item/service will suffice.
2. Show that the item/service is only available from one source.
  - What other specific steps were taken to ensure that no other vendor could supply the desired item/service or a suitable substitute?
  - What research was conducted that may have shown negative results?
  - If any quotes were obtained, provide that information.
  - If quotes were sought after and only inferior items/services were found, explain who they were, what were the prices quoted and why the item/service is inferior.
  - Explain why a formal bid is not a course of action.
  - How do you know that this vendor is the only one that can make this equipment/service?

Note: Sole Source Certification forms are not required below \$50,000.