



WAIVER OF COMPETITION

Instructions

Purpose

The Waiver of Competition Form is used to request approval to purchase goods or services without obtaining the required level of competition. Approval of this request is not guaranteed and must be fully justified in accordance with North Carolina procurement regulations, University policies, and applicable purchasing requirements.

When to Use This Form

Complete this form when requesting to purchase goods or services from a single vendor without obtaining the required competitive quotations or bids.

Instructions for Completing the Form

- **Section 1 – Purchasing Information:** Complete all fields
- **Section 2 – Justification:** Select the justification that best supports your request for a waiver of competition. Only one justification should be selected unless otherwise applicable.
- **Section 3 – Justification Statement:** Provide a detailed, fact-based explanation supporting your request for a waiver of competition. Procurement must be able to determine why competition is not available or practical and why this vendor is the only acceptable option.

Your justification must explain:

- **The specific business need and requirements** for the requested goods or services.
- **Why the selected vendor is the only acceptable source**, including any unique qualifications, proprietary features, technical requirements, compatibility needs, or other factors that limit available options.
- **Why other vendors, products, or services cannot meet the University's requirements** or provide an equivalent solution.
- **Why obtaining competition is not feasible**, including any market research, vendor availability information, or attempts made to identify alternative sources.

Statements such as “preferred vendor,” “best vendor,” “lowest price,” or “department preference” are not sufficient justification. The explanation must be based on objective business needs and supported by documentation.

Required Documentation

Attach all applicable supporting documentation, including:

- Vendor correspondence or attempts to identify alternative vendors.
- Additional quotes or market research (if available).
- Sole Source letters or manufacturer documentation (if applicable).
- Technical specifications or product/service requirements.
- Previous purchase information or other documentation supporting the request.

Incomplete justification or missing documentation may delay processing or result in denial of the request.

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Section 1: Purchasing Information

Name:

Department:

Requisition:

Amount:

Description:

Funding Source: State ☐ Auxiliary/Trust ☐ Contracts & Grants ☐

Section 2: Justification

- ☐ 1. Where performance of price competition is not available.
- ☐ 2. A needed product or service is available from only one source of supply;
- ☐ 3. Emergency action is indicated;
- ☐ 4. Competition has been solicited but no satisfactory offers received;
- ☐ 5. Standardization or compatibility is the overriding consideration;
- ☐ 6. A donation predicates the source of supply;
- ☐ 7. Personal or particular professional services are required;
- ☐ 8. A particular medical product or service, or prosthetic appliance is needed;
- ☐ 9. A product or service is needed for the blind or severely disabled and there are overriding considerations for its use;
- ☐ 10. Additional products or services are needed to complete an ongoing job or task;
- ☐ 11. Products are bought for "over the counter" resale;
- ☐ 12. A particular product or service is desired for educational, training, experimental, developmental or research work;
- ☐ 13. Equipment is already installed, connected and in service, and it is determined advantageous to purchase it;
- ☐ 14. Items are subject to rapid price fluctuation or immediate acceptance;
- ☐ 15. There is evidence of resale price maintenance or other control of prices, lawful or unlawful, or collusion on the part of companies which thwarts normal competitive procedures;
- ☐ 16. The amount of the purchase is too small to justify soliciting competition or where a purchase is being made and a satisfactory price is available from a previous contract;
- ☐ 17. The requirement is for an authorized cooperative project with another governmental unit(s) or a charitable non-profit organization(s);
- ☐ 18. A used item(s) is available on short notice and subject to prior sale.
- ☐ 19. Other:

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Section 3: Justification Statement

Please elaborate on your justification designated below by giving specific details:

I, the undersigned hereby concur with the above justification and support to waive additional competition on the acquisition of the above product(s) and/or service(s) on a non-competitive basis.

Signature of Requesting Department

Print Name

Date

Signature of Purchasing Department

Print Name

Date