

# Single/Sole Source Justification and/or Waiver of Competitive Bidding

Requisition #

School / Dept.

Date

For Purchasing use only - PO Number:

## Instructions

This form is to be completed and submitted with your requisition to provide justification for a single/sole source and / or waiver of competitive bidding for purchases of equipment, supplies and/or services above \$5000. Please complete all 4 parts of this form prior to submitting it to the [purchasing\\_inbox@uncsa.edu](mailto:purchasing_inbox@uncsa.edu). This form and the requested documentation serves to meet State Purchase & Contract requirements as set forth in 01 NCAC 05B.1401. Any and all quotes and /or documentation submitted must be dated within the last thirty (30) days.

## Part 1: Rationale for Requesting Waiver of Competitive Bidding

Please check the applicable box that explains your reasons for the requested waiver of competitive bidding or for requesting a single/sole source. If "Other" you may use the space provided below or attach a memorandum letter of explanation.

Sole Source A sole source justification exists if the goods or services required to satisfy the University's needs are only available from one supplier. Sole source requests must include a letter from the supplier certifying that the item is only available through them. The letter must accompany this form.

Emergency An emergency justification may exist if the goods or services are required to: correct or prevent an emergency health, environmental, or safety hazard; provide for the completion of special or time sensitive events; or enable the emergency repair or emergency replacement of existing equipment essential for daily operations.

On-Going Project An on-going project justification may exist if items and / or services are needed to complete and on-going project. A memorandum would need to be submitted that justifies why it would not be feasible to bid out these items and prove that it is in the best interest of the University to waive competition.

Compatibility A standardization / compatibility justification exists if the good or services required to satisfy the University's needs must be the same as or compatible with existing equipment. In order to justify standardization / compatibility, you must submit a memorandum that states what is needed and how it is the same or compatible with existing equipment.

Desired Item for educ., training, or devel. work A justification to waive competition of an item / service may exist if the desired item is needed for educational, training, experimental, developmental or research work. In order to justify this exemption, a memorandum would need to be submitted that detailed WHY this item / service is the only one that would work in the desired field (education, training, etc.).

Used Items A used item justification exists if the item required to satisfy the University's needs is only available as a USED item. In order to justify a used item, you must submit a memorandum that states why you need to purchase the used item (only available as used, budgetary purposes, etc.)

Other  
Please Explain:

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## Part 2: Summary of Quote Attached

Indicate the items you wish to purchase and their prices by vendor. Attach price quotations from the vendor contacted that can provide your item(s). If you have quotations from more than one vendor, or more than three items, please attach a spreadsheet with this information.

Vendor Name

Item A  Price

Item B  Price

Item C  Price

Total Cost

List all vendors who were contacted but were unable to provide a price quotation.

Name of vendor selected

## Part 3: Supporting Documentation

- Please attach the justification memorandum from Department Head for the Sole Source / Waiver of Competition.
- Please attach the official letter from the supplier if "Sole Source" item.
- Please attach the price quotations included in your summary above (Part 2).

## Part 4: Signatures

Requestor's Name  Requestor's Signature  Date

Approved  Disapproved Dean/Department Head Signature  Date

Approved  Disapproved Director of Purchasing or Delegate  Date

Return completed form and digitally signed copy with attachments via [purchasing\\_inbox@unca.edu](mailto:purchasing_inbox@unca.edu). If form is not signed digitally, then original form will need to be mailed to the Purchasing Department via campus mail. For questions, contact Purchasing at (336)770-3319.

**Please note: Inadequate justification or documentation for a request of non-competitive procurement will result in delays of the solicitation of bids.**