

**FASHION INSTITUTE OF TECHNOLOGY**

**Purchasing Department**

**Request for Competitive Bid Waiver**

In accordance with Purchasing Policy, this form must be completed for all requests with a value greater than \$10,000 where competition may be restricted. Completing this form does not guarantee that the proposed supplier will be selected. The Purchasing Department may require additional information. **It is the requestor's responsibility to provide all the required information and documentation indicated on this form.**

**PARTS I, II and III must be completed!**

**PART I: Ordering Department/Supplier Information**

Department Name: _____ Requisition Number: _____ Supplier Name: _____
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**PART II.A: Single/Sole Source Explanation**

Select one or more of the following statements (check the box) to support why the requisition attached and noted above should be a single/sole source purchase. ANY selection requires explanation in the additional space provided.

**Sourcing Reason:**  
(Check all that apply; at least one item must be checked!)

- Items sold through manufacturer only; no other comparable unit available.
- Used or demonstration equipment available at a lower-than-new cost.
- Must match existing piece of equipment. Available only from the same source of original equipment.
- Upgrade to existing software. Available only from the producer of this software who sells on a direct basis only.
- Repair/Maintenance service requires expertise in operations on unit. Necessary parts unavailable from any source except original equipment manufacturer or their designated servicing dealer.
- Service(s) provided by the supplier are unique and therefore competitive bids are not applicable.
- Emergency (life safety hazards, necessity of keeping vital equipment operative, or preventing substantial economic loss or interruption of a vital service.)
- Other reason.

**Explain Selected Reason:** (Required for all items checked above. Clarify why supplier is the ONLY supplier that will meet your requirements. If more space required, attach additional pages.)

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**PART II B: Pricing Rationale: (Must Be Completed)**

**Explain Pricing:** How was price determined? Attach supporting documentation; i.e. catalog, price page, etc. Since competition has not been sought, explain why you consider the price for this product /service reasonable.

**PART III: Certification**

I certify that to the best of my knowledge the above reasons (IIA & IIB) justify this requisition as a single/sole source purchase. I gathered this detailed information and any questions can be directed to my attention.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** (\_\_\_\_) \_\_\_\_\_

Bid Waiver requests require authorization from the Division Vice President:

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

Bid Waiver requests require authorization from the Vice President for Finance and Administration:

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_