

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: _____
------------------------	---------------------------	----------------------

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.)

FASHION INSTITUTE OF TECHNOLOGY

Purchasing Department

Request for Competitive Bid Waiver

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:** _____