



Sole Source / Waiver of Competition Request Form

The University must procure all goods and services greater than \$10,000.00 via competitive means, whenever practical. If the request exceeds the \$10,000.00 bid limit and is not available from a previous competitively bid contract, this Form must be completed and approved before the purchase can be made. The University may waive the competitive process and approve a sole source request per the laws and policies of the State of North Carolina. Refer to Section 2.1.6, Waiver of Competition, within the [State of North Carolina Purchasing Manual](#) for additional information and guidance.

INSTRUCTIONS

Complete all sections and attach the completed form to the requisition in SU Express.

1. Description of requested products or services

2. Complete Section A and /or Section B as applicable. Check all that apply.

A. Pressing Need Or Emergency

Per the [State of North Carolina Purchasing Manual](#), competition is not required if the goods or services are determined to be a Pressing Need or Emergency. If applicable, check the appropriate box and add an explanation of Pressing Need/Emergency in section 3 below.

___ PRESSING NEED (Section 2.1.9). A Pressing Need is a need arising from unforeseen causes including, but not limited to, delay by contractors, delay in transportation, breakdown in machinery, or unanticipated volume of work. Lack of reasonable forethought or planning is not justification for a Pressing Need. General Statute 143.57 and 01 NCAC 05B.1602.

___ EMERGENCY (Section 2.1.8). An Emergency is a situation which endangers lives, property, or causes the immediate discontinuation of vital program such as those essential for health and safety and which can be rectified only by immediate on-the-spot purchase (or rental) of goods or services. 01 NCAC 05B.1602. NOTE: Federal Uniform Guidance (WSSU fund range 210000 through 211999) no longer allows "Continuation of Research" as an acceptable sole source.

B. Waiver Of Competition (Section 2.1.6.1)

Per the [State of North Carolina Purchasing Manual](#), pursuant to the Administrative Code, the University can waive competition if the request meets one of the conditions listed below. Check all that apply. NOTE: Federal Uniform Guidance only allows the first three options indicated below as acceptable waivers of competition. If using WSSU fund range 210000 through 211999, one of these options must be selected or prior written approval from Federal Awarding Agency's Financial contact must be attached.

- Product or service is available from only one source of supply
- Competition has been solicited but no satisfactory offers received
- Standardization or compatibility is the overriding consideration
- Donation predicated the source of supply

- Particular personal or professional services are required
- Particular medical product or service, or prosthetic appliance is needed
- Product or service is needed for the blind or severely disabled and there are overriding considerations for its use
- Additional products or services are needed to complete an ongoing job or task
- Products are bought for “across the counter” resale
- Particular product or service is desired for educational, training, experimental, developmental, or research work
- Equipment is already installed, connected and in service, and it is determined advantageous to purchase it
- Items are subject to rapid price fluctuation or immediate acceptance
- Resale price maintenance or other control or prices, lawful or unlawful, or collusion on the part of companies which thwarts normal competitive procedures
- Purchase is being made and a satisfactory price is available from a previous contract
- Requirement is for an authorized cooperative project with another governmental unit(s) or a charitable Nonprofit organization
- Used item(s) is available on short notice and subject to prior sale

3. Provide details of your specific situation to justify your request to waive competition.

4. Attach any relevant documentation to support your request. Examples: quotes, supplier documentation, market or data research, product specifications.

5. Contact Information

Requestor: _____ example: Amos Ram

Phone Number and Email: _____ example: (123) 456-7890

_____ example: amos.ram@wssu.edu

Department: _____ example: Purchasing Services

Date: _____ example: 1/1/2022