

■ REQUEST FOR WAIVER OF COMPETITION

[SOLE SOURCE JUSTIFICATION]



If applicable, this Sole Source Justification form must accompany (be attached to) a HokieMart requisition when seeking to purchase goods and/or services in excess of \$10,000 or for the purchase of software in excess of \$100,000.

DEFINITIONS

Sole Source: The ONLY known supplier for unique products and services where no other options are available.

PI: Principal Investigator for a sponsored program or grant.

Requester: A representative from the department, grant or project who is submitting the sole source justification documentation and attests to its applicability, completeness and validity.

PART I: GENERAL REQUESTER INFORMATION

PI/Requester Name: _____ Department Name: _____

PI/Requester Phone: _____ Project Name or Grant
Number (if applicable): _____

PI/Requester Email: _____ Estimated Amount
ServiceNow Request _____ of Purchase: _____

PART II: VENDOR INFORMATION

Vendor Name: _____ Vendor Contact Name: _____

Vendor Contact Phone: _____ Vendor Contact Email: _____

PART III: PROJECT JUSTIFICATION

Briefly, describe the background of your project and why the requested product or service is required:

Space is limited. To continue, attach a separate document.

[CONTINUED]

PART IV: CHECK ONE BOX BELOW THAT EXPLAINS THE RATIONALE FOR THE REQUESTED WAIVER.

- 1. SINGLE SOURCE: A Single Source justification exists if the goods and/or services are available from only one supplier. **Select one or more of the following AND attach backup documentation:**
 - Patents
 - Copyrights
 - Exclusive Distribution
 - Other
- 2. EMERGENCY: An Emergency justification exists if the goods and/or services are required to:
 - Correct or prevent an emergency health, environmental or safety hazard; and/or,
 - Provide for the completion of special or time sensitive events; and/or,
 - Enable the emergency repair/replacement of existing equipment essential for daily operations.
- 3. PASS-THROUGH: The awarding agency or pass-through entity expressly authorizes noncompetitive quotes or proposals. **Backup documentation supporting the pass-through is required with this form.**
- 4. INADEQUATE COMPETITION: After contacting a number of sources, competition is determined inadequate. **Select one or more of the following AND attach backup documentation:**
 - Market Research
 - Emails
 - Screenshots of Catalog Searches
 - Other
- 5. CONTINUATION AND INTEGRITY OF ONGOING RESEARCH: When researchers need to acquire items from a particular source for scientific reasons (for example, when a service or item is only available with the required quality from one source or only one source can provide the items or service in the time frame required). **Provide adequate justification in the space below:**

Space is limited. To continue, attach a separate document.

*An affidavit or sole source letter from the vendor is **NOT** sufficient documentation that the item or service is only available from a single source. Inadequate justification or lack of backup documentation may result in delays in issuing a purchase order or the requirement for competition in order to make an award.*

PART V: DEPARTMENT SIGNATURES

I certify that this purchase will not present a conflict of interest as defined by University Policy 13010. To the best of my knowledge, no gifts or gratuities have been received from this supplier.

PI/Requester Name (as applicable)

Signature

Date

**PRINT THIS FORM. ONCE SIGNED, ATTACH TO YOUR HOKIEMART REQUISITION
ALONG WITH ACCEPTABLE BACKUP DOCUMENTATION.**

PART VI: FOR PROCUREMENT DEPARTMENT USE ONLY

Buyer Name (Print)

Buyer Signature

Date

Director of IT Procurement or Designee (Print)

Director of IT Procurement or Designee Signature

Date