

**Lincoln University
Purchasing Department
Request for Waiver of Competitive Bidding
ATTACH TO REQUISITION**

Pursuant to the University's Policy on Purchasing, the signature of the Vice President for Fiscal Affairs is requested on purchases of \$5,000 or more to authorize the Purchasing Agent to purchase without competitive bidding the listed item(s) or service(s).

The Bid Waiver Form form must accompany a requisition when seeking to purchase goods or services in excess of the bid limit of \$5,000 per supplier per fiscal year. Categories for granting waivers of competitive bidding are listed below. Check the applicable category and provide justification for your request (attach additional documents as necessary).

SOLE SOURCE: There is not another company that provides the required goods or services. Sole source requests must include an explanation below from the Purchasing Agent in consultation with the Department Director, Dean or Vice President, that no other source exists for the region (based on territory or manufacturer) or the sourcing of goods or services with this particular specification.

EMERGENCY: The goods or services are needed to correct or prevent an emergency health, environmental or safety hazard; special or time sensitive events; and/ or emergency repair or replacement of existing equipment essential for daily operations.

ECONOMIC: Responsible economic procurement relieves the University of potential additional expenses that would result from **NOT** making the purchase; use of another supplier would result in incompatibility with existing conditions; require considerable training, time and money to evaluate; the goods or services are being used in ongoing long-term projects; and/or the product/service offered is at a substantial discount below current market conditions and price structures (attach documentation detailing the cost benefits to the University). This includes purchases from a cooperative. Cooperative information should be listed on the quote. The University is currently a member of the following cooperatives:

- PA State Contract PA COSTARS US Communities
 E & I NCPA NJPA KPN

EXPLANATION/JUSTIFICATION:

Preparer: _____ Date: _____
 Department Name: _____ Requisition No: _____
 Cost: _____ Vendor: _____

Purchasing Use: Purchase Order: Order Processed by:	Request: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved _____ Vice President for Fiscal Affairs/President Date
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