

Single/Sole Source Justification and/or Waiver of Competitive Bidding

Requisition #

Project #

Date

Purpose

Procurement Services Regulations, in accordance with Grand Valley State University policy, require that material, equipment, supplies and services be procured via competitive means. However, Purchasing Services can choose to waive the competitive process and approve sole source procurement provided the requestor can adequately justify its use.

Procurement Services decision on the responsibility of sole source procurement will be based on the requester's investigation, evaluation and documentation of alternative sources of supply and that rejection of similar products is based solely on their failure to meet specific and necessary specifications. In cases where an alternative supplier for a similar product cannot be identified, the requester must document that a good faith effort has been made to seek other sources. A list of the unique technical specifications required of the product and the potential companies contacted in the search for alternate sources are also necessary. Procurement Services may use this information in conducting its own market research.

PART I: RATIONALE FOR REQUESTING WAIVER OF COMPETITIVE BIDDING

Please check the applicable box that explains your reasons for the requested waiver of competitive bidding or for requesting a single/sole source.

- Sole Source A sole source justification exists if the goods or services required to satisfy the university's needs are only available from one supplier.
- Emergency An emergency justification may exist if the goods or services are required to: correct or prevent an emergency health, environmental, or safety hazard; provide for the completion of special or time sensitive events; or enable the emergency repair or emergency replacement of existing equipment essential for daily operations.

PART II: SIGNATURES

Conflict of Interest: In selecting the vendor, the Principal Investigator (PI) certifies that, to the best of his/her knowledge, neither the principals, directors, owners, employees, nor business associates (including respective family members) of the vendor selected are employees of Grand Valley State University and/or any agency of the state of Michigan.

Pi Name (print)

- Approved
- Disapproved

Pi Signature

Date

GVSU Buyer Signature

Date

GVSU Purchasing Director Signature

Date

Please note: Inadequate justification or documentation for a request for a non- competitive procurement will result in delays or a solicitation of bids.