



THE UNIVERSITY OF NORTHERN IOWA - PURCHASING DEPARTMENT
REQUEST FOR WAIVER OF COMPETITIVE BIDDING

This form must accompany a requisition when seeking to purchase goods in excess of the bid limit of \$10,000 per occurrence or in excess of \$25,000 per service occurrence. Check the applicable rationale category and provide justification for your request.

SECTION ONE - RATIONALE FOR GRANTING WAIVER OF COMPETITIVE BIDDING
*Attach Additional Explanation/Justification Sheets If Necessary

SOLE SOURCE

No satisfactory alternative source is known or can be found.

[Please complete the "Sole Source Purchase Justification Form"](#)

****All non-competitive requests must include a statement from the supplier indicating their quoted price.***

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, (real and not due to inefficiency).

Explanation/Justification:

CONTRACT

A University contract covering the purchase is in place.

Explanation/Justification:

ECONOMIC

Use of another supplier would result in a 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 (provide documentation detailing the cost benefits to the University).

Explanation/Justification:

Complete justification and documentation is required before proceeding with purchases.

SECTION TWO - FOR PURCHASING USE ONLY

Recommended

Requires more information:

Purchasing Manager:

Date: