



## WAIVER OF COMPETITION CERTIFICATE

(less than \$75,000)

Waiver of competition is a request to purchase product(s) and/or services(s) without competition when competition is otherwise required. This generally means that the product/service is unique and that the vendor is the only one from whom the product/service can be provided. In accordance with the authority granted under applicable Florida Law, the following documentation must be submitted in support of this request.

1. Describe the product(s) and/or service(s) and anticipated use thereof in layman's language.
2. (A) State in detail why only this and no other product(s)/service(s) will satisfy the department's requirements.  
  
(B) State why the product(s) and/or service(s) are available from only one source and how that determination was made. Explain the research conducted to support this claim.  
  
(C) Provide an explanation to support the belief that the price is fair and reasonable.

The purchase requisition can be entered into UCF Financials at any point during the process set forth herein; however, doing so does not guarantee approval of the waiver.

**The usual quote process shall be conducted if waiver of competition is not granted.**

**DEPARTMENT INFORMATION**

Department Name: \_\_\_\_\_ Contact & Phone: \_\_\_\_\_  
Purchase Request No.: \_\_\_\_\_ Item/Service Cost: \_\_\_\_\_

**VENDOR INFORMATION**

Company Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Product and/or Service: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_

**WAIVER OF COMPETITION CERTIFICATIONS**

Department head must certify the following for each request to waive competition:

- A. In my professional opinion this is the only product or service that can reasonably meet my requirement(s)/ specification(s) and this is the only supplier who can provide the product or service. I further certify that the information contained herein is true and correct to the best of my knowledge and belief and would withstand any audit.
- B. I, the undersigned, certify that I and/or the user do not have a financial interest in the above named vendor or contractor and that I am unaware of any conflict of interest related to this purchase.

\_\_\_\_\_  
Typed/Printed Name                      Title (PI/Researcher/Director/Chair) Signature                      Date  
(\$10,000.01 - \$35,000)

\_\_\_\_\_  
Typed/Printed Name                      Title                      Signature                      Date  
(Assoc VP, Assoc Dean, Assoc Provost, or higher)  
(\$35,000.01 - \$75,000)

I, the undersigned hereby concur with the above justification and support to waive additional competition on the acquisition of the above product(s) and/or service(s) on a non-competitive basis.

\_\_\_\_\_  
Printed Name (Procurement Specialist)                      Signature                      Date

I, the undersigned hereby concur with the above justification and support to waive additional competition on the acquisition of the above product(s) and/or service(s) on a non-competitive basis.

\_\_\_\_\_  
Printed Name                      Signature                      Date  
(Procurement Services Director/  
Designee)