



## 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 supplier 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 (see pages 3-4).

1. Describe the product(s) and/or service(s) and anticipated use thereof in layman's language.
2. State in detail why only this and no other product(s)/service(s) will satisfy the department's requirements.
3. 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.
4. 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.

Once the completed waiver is received, Procurement Services reviews the documentation provided and determines whether the waiver is valid or if there are additional suppliers that may be able to provide the requested product or service. The waiver review and approval process varies based on the nature of the product/service being requested and the information provided in the requestor's justification, among other factors, so please keep this in mind when submitting the form.

**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: \_\_\_\_\_

**SUPPLIER 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 supplier 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 (\$10,000.01 - \$35,000)	Date

_____	_____	_____
Typed/Printed Name	Title Signature (Assoc VP, Assoc Dean, Assoc Provost, or higher) (\$35,000.01 - \$75,000)	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 (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 (Procurement Services Assistant Vice President/Designee)	Signature	Date

**WAIVER JUSTIFICATION**

Please answer the questions below and attach additional documentation if needed.

1. Describe the product(s) and/or service(s) and anticipated use thereof in layman's language.

2. State in detail why only this and no other product(s)/service(s) will satisfy the department's requirements.

**WAIVER JUSTIFICATION**

3. 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.

4. Provide an explanation to support the belief that the price is fair and reasonable.