



WAIVER OF COMPETITION CERTIFICATE (\$25,000.01 to \$150,000)

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).

This form and related documentation shall be submitted through Workday Help using case type Waivers and Sole Source. Please do not attach to a requisition or send via email for review and approval.

WD case subject title should have common structure for easy tracking, to include:

- Exemption type (Waiver of Competition)
- Supplier name
- Purchase amount

Once the completed waiver is received, Procurement Services in collaboration with kNEXT 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.

Contingent upon approval, Procurement Services will notify the requester through Workday Help to attach the completed packet to a requisition so a purchase order can be issued.

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

DEPARTMENT INFORMATION

Department Name: _____ Contact & Phone: _____
Product/Service Cost: _____
__ One Time Purchase __ Term Contract: _____
__ Multiple Purchases __ Duration: _____

SUPPLIER INFORMATION

Company Name: _____ Email: _____
Contact Person: _____ Title: _____
Product and/or Service: _____

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 Date
(\$25,000.01 - \$75,000)

Typed/Printed Name Title Signature Date
(Assoc VP, Assoc Dean, Assoc Provost, or higher)
(\$75,000.01 - \$150,000)

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

Printed Name Signature Date
(Procurement Services Assistant Vice President/Designee)

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. Provide the names of other suppliers, products and/or services that you have investigated and explain why they do not meet the required specifications or requirements. It may be helpful to present your information in a table like the one below.

Required Specifications	Supplier 1	Supplier 2	Supplier 3	Supplier 4
	Y/N	Y/N	Y/N	Y/N
	Y/N	Y/N	Y/N	Y/N
	Y/N	Y/N	Y/N	Y/N
	Y/N	Y/N	Y/N	Y/N

3. State in detail why only this and no other product(s)/service(s) will satisfy the department's requirements. Description may include unique features, compatibility, specifications, availability, delivery time frame etc. (For example, please list the features or special conditions that are unique and only available from one supplier. Note: Price is not a valid reason.)

WAIVER JUSTIFICATION

4. Are there resellers or distributors? If yes, please list names and contact information.

5. What efforts have been made to obtain the best pricing available? Please provide an explanation to support the belief that the price is fair and reasonable.