



**WAIVER OF COMPETITION
CERTIFICATE (Under \$150,000)**

A waiver of competition is a request to purchase product(s) and/or services(s) without obtaining multiple quotes when multiple quotes 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 and/or that a delay due to a competitive process will cause the university harm and therefore, is not in the best interest of the university.

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 Florida Poly's ERP system Workday 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 Name: _____
Purchase Request No.: _____ Email: _____
Item: _____ Cost: _____

VENDOR INFORMATION

Company Name: _____
Email: _____ Phone: _____
Representative: _____ Title: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Product/Service: _____

WAIVER OF COMPETITION CERTIFICATION

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

A. In my professional opinion this product/service is unique, and that the vendor is the only one from whom the product/service can be provided and/or that a delay due to a competitive process will cause the university hardship and therefore, is not in the best interest of the university.

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.



JUSTIFICATION FOR WAIVER OF COMPETITION

Multiple horizontal lines for text entry.

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.

Signature of Requesting Department (Director/Designee) Print Name Date

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

Signature of Procurement (Director/Designee) Print Name Date