**Request for Waiver of Competitive Bidding**

Baylor’s procurement policy stipulates that all purchases with a total value of $25,000 or more are required to be competitively bid. Evidence of competitive bids must be documented by the Procurement Department before purchase orders are issued, or contracts are executed.

A request for waiver of competitive bidding may be granted when a purchase of goods or services exceeds competitive bidding thresholds and one or more of the following conditions apply:

* Sole Source – In limited cases, only one supplier may exist to provide goods or services meeting specifications or requirements for the procurement.
* Emergency – In the case of an emergency which cannot permit delay.
* Economic – When the absence of a particular purchase would lead to additional costs; when opting for an alternative supplier could result in system incompatibilities; when the need for extensive training, time, and financial investment makes a new supplier impractical; or when the goods or services are integral to ongoing long-term projects.

**This completed request for waiver of competitive bidding must be attached to the requisition or contract request and submitted to Procurement Services for approval before the purchase or contract occurs.**

**Requester Information**

Name: Click here to enter text Date of request: Click here to enter text

Email: Click here to enter text Phone: Click here to enter text

**Purchase Information**

Estimated costs: Click here to enter text Planned purchase date: Click here to enter text
Are sponsored program funds being used for this purchase? [ ]  Yes [ ]  No
Description of goods or services requested: Click here to enter text
Supplier information (supplier name, contact information): Click here to enter text

**Reason for Waiver Request** (Check one and provide necessary information)
[ ]  **Sole Source:** - Reason for sole source: Click here to enter text
 - Description of unique requirements: Click here to enter text - Description of attempts to identify other sources: Click here to enter text

[ ]  **Emergency:** - Detailed explanation of the emergency and why it cannot permit delay: Click here to enter text

[ ]  **Economic:**
 - Explanation of additional costs required or system incompatibilities with other suppliers: Click here to enter text
 - Details on training, time, and financial investments required in selecting a new supplier: Click here to enter text
 - Explanation of how goods or services are integral to ongoing long-term projects: Click here to enter text

Additional Comments: Click here to enter text List of Attachments: Click here to enter text