



## **PURCHASING DEPARTMENT**

### **2.6 Waiver of Competition**

There are items and services that may legitimately have only one source of supply and require a purchase order sent to that specific vendor. Any time it is requested that competition requirements be waived, a Waiver of Competition Justification form must be completed and attached to the 49er Mart requisition. This justification must clearly state how this item or service is unique, why it is only available from a single vendor, and why that specific item or service is needed at UNC Charlotte. Assistance with these justifications can be provided by the Purchasing Office.

Conditions permitting a waiver include, but are not limited to:

- There is only a single source of supply for the requested item/service;
- Performance or price competition is not available in the market;
- Required product or service is a patented product or process;
- Legitimate emergency or pressing need is established;
- Competition has been solicited with no satisfactory offers received;
- Standardization or compatibility with existing inventory is the overriding consideration;
- A donation establishes the source of supply;
- Particular medical product or service is needed;
- Particular prosthetic appliance is needed;
- Additional products or services are needed to complete an ongoing job or task;
- Products are bought for “over the counter” resale;
- Required for an authorized cooperative project with another governmental unit(s) or a charitable non-profit organization(s);
- Used items that represent a good value to the University versus purchasing new.