

**University of North Carolina at Greensboro**

**Sole Source/Waiver of Competition Request Form**

The University must procure all goods and services greater than \$25,000 via competitive means, whenever practical. If this request exceeds the \$25,000.00 bid limit and is not available from a previous competitively bid contract, this Form must be completed and approved before the purchase can be made. The University may waive the competitive process and approve a sole source request per the laws and policies of the State of NC. Refer to [Policy 6 | Sole Source Purchases and Waiver of Competition](#) for additional information and guidance.

**INSTRUCTIONS**

Complete all sections and attach the completed form to the requisition in SpartanMart.

**1. Description of requested products or services**

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**2. Complete Section A and/or Section B as applicable. Check all that apply.**

**A. Pressing Need Or Emergency**

Per the State of NC, competition is not required if the goods or services are determined to be a Pressing Need or Emergency. If applicable, check the appropriate box and add an explanation of pressing need/emergency in section 3 below.

**PRESSING NEED.** A need arising from unforeseen causes including, but not limited to, delay by contractors, delay in transportation, breakdown in machinery, or unanticipated volume of work, and which can be rectified only by immediate on-the-spot purchase (rental) of equipment, supplies, materials, printing, or contractual services

**EMERGENCY.** A situation which endangers lives, property, or the continuation of a vital program and which can be rectified only by immediate on-the-spot purchase (or rental) of equipment, supplies, materials, printing, or contractual services. NOTE: Federal Uniform Guidance (UNCG fund range 200000-209999) no longer allows "Continuity of Research" as an acceptable sole source.

**B. Waiver Of Competition**

Per the State of NC, a sole source request may be approved if it meets one of the Waiver of Competition conditions listed below. Check all that apply. NOTE: Federal Uniform Guidance only allows the first three options below as acceptable waivers of competition. If using UNCG fund range 200000-209999, one of these options must be selected or prior written approval from Federal Awarding Agency's Financial contact must be attached.

Product or service is available from only one source of supply

Competition has been solicited but no satisfactory offers received

Standardization or compatibility is the overriding consideration

Donation predicates the source of supply

- Particular personal or professional services are required
- Particular medical product or service, or prosthetic appliance is needed
- Product or service is needed for the blind or severely disabled and there are overriding considerations for its use
- Additional products or services are needed to complete an ongoing job or task
- Products are bought for "across the counter" resale
- Particular product or service is desired for educational, training, experimental, developmental or research work
- Equipment is already installed, connected and in service, and it is determined advantageous to purchase it
- Items are subject to rapid price fluctuation or immediate acceptance
- Resale price maintenance or other control of prices, lawful or unlawful, or collusion on the part of companies which thwarts normal competitive procedures
- Purchase is being made and a satisfactory price is available from a previous contract
- Requirement is for an authorized cooperative project with another governmental unit(s) or a charitable Nonprofit organization(s)
- Used item(s) is available on short notice and subject to prior sale

**3. Provide details of your specific situation to justify your request to waive competition.**

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**4. Attach any relevant documentation to support your request. Examples: quotes, supplier documentation, market data or research, product specifications.**

**5. Contact information**

**Requestor** \_\_\_\_\_

**Phone Number\Email** \_\_\_\_\_

**Department** \_\_\_\_\_

**Date** \_\_\_\_\_