



Single/Sole Source Justification Waiver for Competitive Bidding and/or Vendor Inclusion Documentation

Procurement Services regulations, in accordance with Grand Valley State University policy, require that material, equipment, supplies and services be procured via competitive means. However, Procurement Services can choose to waive the competitive process and approve sole source procurement provided the requestor can adequately justify its use.

Please note: Inadequate justification and/or documentation may result in your request being delayed. Submitting this document does not guarantee sole source approval.

Vendor Name _____ Date _____

PART I: WERE MINORITY AND WOMEN OWNED BUSINESSES SOLICITED FOR THIS QUOTE?
YES NO IF NO PLEASE PROVIDE REASON:

PART II: RATIONALE FOR REQUESTING WAIVER OF COMPETITIVE BIDDING

Please check the applicable box that explains your reasons for the requested waiver of competitive bidding or for requesting a single/sole source.

- Sole Source A sole source justification exists if the goods or services required to satisfy the University's needs are only available from one supplier.
- Emergency An emergency justification may exist if the goods or services are required to: correct or prevent an emergency health, environmental, or safety hazard; provide for the completion of special or time sensitive events; or enable the emergency repair or emergency replacement of existing equipment essential for daily operations.

Project Justification/Description: Identify the characteristics that are unique to the requested goods(s), or if this is a service, identify the special and/or unique qualifications of the individual/company and the reason such qualifications are necessary. Briefly explain the need for the unique features or characteristics:

PART III: SIGNATURE

Conflict of Interest: In selecting the vendor, the undersigned certifies that, to the best of his/her knowledge, neither the principals, directors, owners, employees, nor business associates (including respective family members) of the vendor selected are employees of Grand Valley State University and/or any agency of the state of Michigan.

Name (Print) _____

Signature _____

Date _____