University of Wisconsin Whitewater

Sole Source Non-Competitive Purchase Request Form

Note: Supply sufficient detail to justify the use of a waiver instead of competitive bidding. Failure to do so may result in delays while additional information is obtained. The Procurement Department will determine the appropriateness of waiving the bid process on a case-by-case basis.

Purchases of a Sole Source exceeding $25,000 require a governor's waiver, which may take extended period of time for review and approval.

Check one appropriate reason and explain in detail why the purchase applies. Attach additional information as needed.

☐ **UNAVAILABLE FROM ANY OTHER SOURCE.** The product or service required is unavailable from any other source. (Explain below. Include all contacts made to verify the sole source situation.)

☐ **EMERGENCY.** The product or service required is due to an emergency situation which could not have been anticipated and critical need precludes any form of competition. (Explain below.)

☐ **OTHER REASON(s):** Please explain below.

Description of the product or service and why it is needed:

Demonstration that ONLY one source exists:

Statement indicating the price is reasonable (fair market or cost basis):

Statement indicating the procurement is in the best interest of the State:

Requesting Department Information:

Department:	Phone:	E-mail Address:	Date:
Supplier/Manufacturer	**Description of Product or Service**		

Required Signatures:

Requester Date

Dean or Director Date

Approved	Denied
☐	☐
WTW Waiver #	
Procurement Use ONLY	