

**3344-65-25 Waiver of competitive bidding.**

- (A) Under unusual and infrequent circumstances, the purchasing department is authorized to purchase goods without competitive bidding. The following are justifications for granting a waiver of the competitive bid process:
- (1) “Sole source” - a single / sole source purchase is an order for a commodity that can only be purchased from one supplier, usually because of its technology or its proprietary and unique nature.
  - (2) “Emergency” - the goods and/ or services required to correct or prevent an emergency health, environmental or safety hazard and/or enable the emergency repair or replacement of existing equipment essential for daily operations
- (B) Claims that a specific product is available from a sole source are not sufficient justification for a sole source purchase. The bid process will either serve to confirm the finding or uncover alternate solutions.
- (C) In the event that an item is considered a sole source or emergency by the requisitioning department, see purchasing web page for the “Waiver of Competitive Bidding.” Fill out and include a written explanation with the requisition stating the reasons for considering this a sole source or emergency item. Also, to be given consideration for sole source, a statement shall be included listing vendors who have been contacted in an effort to find a compatible item. Be advised that services are considered sole source purchases only under the rarest of circumstances and requests shall be subject to additional scrutiny by the office of general counsel.

**Policy Name:** Waiver of competitive bidding.  
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