Competition Waiver Request

Complete this form and secure all approvals prior to start of a Purchasing Requisition

This section to be completed by Requestor

Date:

Requestor Name:

Phone Number:

College/Department:

Recommended Supplier:

Item/Service to be purchased:

Reason for Requesting Waiver of Competition *(Check All Applicable and provide supporting documentation)*

☐ Item must match existing equipment

☐ Item is repair part for existing equipment

☐ Item is to be attached to existing Equipment

Name of existing equipment:

☐ Technical characteristics of requested item are essential to our needs because other manufacturers of this type of product do not meet our minimum requirements:

    Manufacturer’s Name:
    Reason:

    Manufacturer’s Name:
    Reason:

    Manufacturer’s Name:
    Reason:

☐ No other manufacturer of this type of product exists (attach supporting documentation from supplier):

☐ Includes Curriculum-based and/or course-specific material:

☐ Other Reason:

Requestor’s Signature ____________________________________________________________________________ Date ____________________________________________________________________________

Forward completed form with Supplier quotation attached to Fiscal Office

Form Rev 8/2019
Competition Waiver Request

This section to be completed by responsible Fiscal Office

☐ Approve ☐ Disapprove

Fiscal Office Signature ________________________ Date _____________

Email form and Quote to purchasing@domail.maricopa.edu for Purchasing review and approval

This section to be completed by Purchasing Department

Procurement Analyst Recommendation

☐ Competition Waiver justification is adequate and recommend approval without competitive bidding.

Conclusion:

Procurement Analyst Signature ________________________ Date _____________

Date _____________

Disposition

☐ Approve ☐ Disapprove

Procurement Supervisor Signature ________________________ Date _____________

This Competition Waiver is valid through _____________

Attach Completed Form and Quotation to the Purchase Requisition