

**Nevada System of Higher Education (NSHE)  
Business Center North (BCN) Purchasing**

**COMPETITIVE EXCEPTION – SOLE SOURCE REQUEST**

This form is used to request a waiver of the NSHE and Federal requirements for competition in purchasing. The requirement for competition starts at any purchase of \$25,000.00 or more, and may be necessary for purchases less than \$25,000.00 where Federal funds are or may be involved. See [BCN Purchasing Guidelines](#) for details.

<b>Campus &amp; Department:</b>	
<b>Department Contact/Requestor:</b>	
<b>Phone number and e-mail:</b>	
<b>Description of Product/Service:</b>	
<b>Total Cost of the Purchase or for the Entire Term of the Contract:</b>	\$
<b>Supplier or Contractor Name:</b>	
<b>NOTE: Supplier's Quotation, Scope of Work, or Detailed Specifications <u>must be attached</u>.</b>	

Define why there is only one source by checking all that apply below and completing the corresponding section(s).		
<input type="checkbox"/>	<b>Cooperative Agreements:</b> This purchase is from a contract or price agreement established by a government agency, other colleges or universities, educational cooperatives or consortia. (May require competitive solicitation if over \$50,000)	Complete section A
<input type="checkbox"/>	<b>Pre-Approved:</b> This purchase is one of the pre-approved competitive exceptions listed in the BCN Purchasing Guidelines.	See section B
<input type="checkbox"/>	<b>Research or Compatibility:</b> Particular materials, supplies, equipment, or services are necessary for research purposes or for compatibility with existing products.	Complete section C
<input type="checkbox"/>	<b>Grant Requirement:</b> The award to a specific supplier, service provider, or contractor is a condition of a grant or donation that will fund the cost of the equipment, supply, service, or construction item.	Complete section D
<input type="checkbox"/>	<b>Used Equipment:</b> Used equipment, or products from an auction, closeout, bankruptcy, or similar sale.	Complete section E
<input type="checkbox"/>	<b>Emergency Purchases:</b> There exists an immediate danger to the public health, safety or the welfare of person(s), animal(s), the preservation or protection of property, or the continuance of a vital NSHE function.	Complete section F
<input type="checkbox"/>	<b>Sole Source – Only One Supplier</b>	Complete section G

**Section A Cooperative Agreements**

<input type="checkbox"/>	BCN Purchasing Lists the Supplier as a Preferred and/or Contracted Supplier (May require competitive solicitation if over \$50,000) OR	
<input type="checkbox"/>	Detail the valid, competitively solicited agreement that satisfies all requirements.	Details (Limited to 180 characters, use attached sheets for more space):

**Section B Pre-Approved** – The product or service is one that BCN Purchasing has approved as being exempt from competitive solicitation. (See [BCN Purchasing Website](#))

Details for the non-competitive product or service. (Limited to 100 characters, use attached sheets for more space):

**Section C Research or Compatibility**

Details of the previously purchased product(s) that must be matched for consistency of research, clinical trials, or compatibility (Include PO number, etc. Limited to 150 characters, use attached sheets for more space):

**Section D Grant Requirement** – If the product/supplier is specifically named in the grant, provide a copy of the section of the grant naming the requested product/supplier.

Details of the grant that specifies a certain supplier. (Limited to 150 characters, use attached sheets for more space):

**Section E Used Equipment**

Details of the sale or auction (Limited to 150 characters, use attached sheets for more space):

**Section F Emergency**

Details of the emergency and who was notified and when (Limited to 150 characters, use attached sheets for more space):

**Section G Sole Source** – Why is the manufacturer or supplier uniquely qualified to provide the required item or service? Why must this item or service be purchased only from the proposed supplier? Why is a competitor’s product not satisfactory? Explain the need for unique specifications and why the unique specifications are critical to the intended use. Identify the unique features, characteristics, or specifications that serves as justification for sole source. Note: Checking with other possible suppliers oneself is not justification; nor is lack of awareness of other suppliers. Patents alone are not sufficient justification for waiving the bid process.

Answers to above questions and other needed details (Limited to 250 characters, use attached sheets for more space):

The waiving of formal bidding requirements does not mitigate the need to ensure purchases are competitively priced and the terms and conditions of the purchase are in the best interests of NSHE.

Complete this Competitive Exception Form and submit it with a Workday requisition to Purchasing for review and approval.

### CERTIFICATION

The undersigned states that the undersigned has prepared the above documentation and that the facts and data set forth are complete and accurate to the best of the undersigned's knowledge and belief.

CONFLICT OF INTEREST: The Requestor certifies that to the Requestor's knowledge, no elected or appointed official or employees of the NSHE has benefited or will benefit financially or materially from this award. The awarded contract may be terminated by the NSHE if it is determined that gratuities of any kind from the Supplier, its agents, or its employees were either offered to or received by any of the aforementioned individuals.

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REQUESTOR NAME AND TITLE (Please print or type)

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DEPARTMENT

PHONE

EMAIL

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REQUESTOR'S SIGNATURE

DATE

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DEPARTMENT HEAD'S NAME & SIGNATURE

DATE

**Attach completed and signed exception form along with other documentation to Workday requisition.**

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### FOR BCN PURCHASING USE ONLY

NOTE: Exceptions require all necessary signatures above before Purchasing will review or process. Approved exceptions up to \$100,000 require the approval of the assigned Buyer or Purchasing Officer. Exceptions valued from \$100,000 to \$250,000 require the concurrence and approval of another Purchasing Officer. Exceptions valued over \$250,000 require the concurrence and approval of the Chief Procurement Officer or his designee.

Signature: \_\_\_\_\_  
Buyer or Purchasing Officer

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Purchasing Officer

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Chief Procurement Officer or Designee

Date: \_\_\_\_\_