

Competitive Bidding / Request for Proposal (RFP) Waiver Form

Hamilton College procures goods and services competitively as a matter of general policy. However, certain scenarios may prevent competitive bidding and RFP process from occurring. In these scenarios, this form must be completed and submitted to Auxiliary Services along with the requisition for goods or services.

Goods or Service Description: _____

Vendor: _____

Total Cost: _____

Please check the appropriate category and justify your request to waive the competition below.

_____ **SOLE SOURCE:** No other company provides the required goods or services, or the vendor is a strategic partner with Hamilton College.

_____ **ECONOMIC:** Use of another supplier would result in incompatibility with existing conditions; require considerable training, time, and money to evaluate; the goods or services are part of an ongoing long-term project; the product/service offered is at a substantial discount below current market conditions and price structures.

_____ **EMERGENCY:** The goods or services are needed to correct or prevent a health or environmental emergency, or a safety hazard; a repair or replacement of existing equipment essential for daily operations; or when a delay in making the purchase would lead to significantly higher expense.

JUSTIFICATION TO WAIVE COMPETITION:

Requestor Name (please print): _____ Date: _____

Requestor Signature: _____ Date: _____

Approver Signature: _____ Date: _____