

**REQUEST TO WAIVE COMPETITIVE BIDDING PROCESS**

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| **Date of Request:** | **Requisition # (If Applicable):**  |
| **Requisitioner or Requester:** | **Purchase Order # (If Applicable):** |
| **Requester Phone:** | **Total Aggregate Value ($US Spend):**  |
| **Requester School/Center and Department:** | **Supplier Name:** |

Please refer to [***Penn Division of Finance Policy 2308 – Competitive Bidding***](https://www.finance.upenn.edu/policy/2308-competitive-bidding/). All purchases with an aggregate value of $10,000 or more must be competitively bid. Regardless of the dollar amount, competitive bids are not required for purchases from University ***Preferred*** Contract Suppliers, as designated by Purchasing Services in the Penn Marketplace.

Possible justification(s) for waiving the bid process include the following:

* Equipment or service for which there is no comparable competitive product
* Component or replacement part for which there is no commercially available substitute, and which can be obtained only from the manufacturer.
* An item where compatibility is the overriding consideration
* A supply, equipment, part, service or supplier that, due to technically constraining factors associated with scientific research, are needed to ensure the fairness and validity of the underlying research.
* Repair/replacement parts for non-competitive equipment
* Continuation of an existing contract when work is so closely related to that of the uncompleted basic contract that it would not be feasible to consider another potential contractor.

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| *Provide**Detailed**Justification:* |  |