



## Exemption from Competitive Bid Request Form

Competitive bidding is required for the purchase of goods or services of \$10,000 or more, unless an exemption is granted by Purchasing. Exemptions from bid will be granted in accordance with 4.111 Purchasing Policy and the Purchasing Procedures Manual (<https://www.lcsc.edu/purchasing>).

Complete this form electronically and submit to Purchasing via email at [Purch@lcsc.edu](mailto:Purch@lcsc.edu).

**1. Exemption Reason - Select the reason for the exemption request.**

<input type="checkbox"/>	Vendor provides a discount offered exclusively to educational institutions and the goods/services are for the express purpose of educating students. <i>Describe how the goods/services are related to student education and provide documentation of educational discount.</i>
<input type="checkbox"/>	Purchase of copyrighted materials available primarily from the publisher. <i>Identify the materials and benefits of obtaining from the publisher.</i>
<input type="checkbox"/>	Ongoing maintenance, upgrades, support or additional licenses for software or IT solutions. <i>Identify the software or solution and why ongoing support is requested.</i>
<input type="checkbox"/>	Preventative maintenance and repair of scientific equipment, when the services are only available from a single supplier. <i>Identify the manufacturer and model of the equipment and details on research completed to determine single supplier status.</i>
<input type="checkbox"/>	Goods or services for which competitive solicitation procedures are impractical. <i>Describe the goods or services and why competitive solicitation is impractical.</i>
<input type="checkbox"/>	Emergency Purchase. <i>Describe the nature of the emergency.</i>

For **Sole Source** and **Exemption from Utilizing State Contract (\$10K and greater)** requests, see request forms on [Purchasing website](#). Do not use this form for Sole Source or Exemption from Utilizing State Contract requests.



**2. Justification – Provide detailed information to justify the exemption request (see requested supporting information in each section above).**

**3. Requester Signature**

I certify that the above information is complete and accurate to the best of my knowledge.

Requester Name:

Signature:

Department:

**4. Purchasing Review**

Bid Exemption Approved

Bid Exemption Not Approved

Notes, if applicable:

Signature: