



Exemption from Competitive Bid Request Form

Competitive bidding is required for the purchase of goods or services of \$20,000 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.

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"/>	Membership dues and subscriptions where competitive solicitations are impractical. <i>Identify the membership dues and/or subscription and why competitive solicitation is impractical.</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"/>	Ongoing maintenance, upgrades and support for existing equipment. <i>Identify the equipment and why ongoing support is requested.</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 (\$20K 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). Identify the vendor, goods/services, and cost.

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: