



Exemption to Competitive Purchase

An Exemption to Competitive Purchase shall be approved before routing the purchase requisition for purchases expected to total less than \$35,000 in one fiscal year. This form shall be used to justify Emergency, Single-Source, Sole-Source and Standardization purchases.

SECTION A: General

Date:	Account:		Amount Requested:	
Dept/Div:	Requester:		Quote Attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Vendor (Name, Phone, Email)			Emergency Purchase:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is Vendor Original Equipment Manufacturer (OEM)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Single Source Purchase (If YES, attach no quote from vendor or email attempt to justify use of single source selection)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can multiple vendors provide the same or salient product / service?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Sole Source Purchase (If YES, attach vendor memo, letterhead, stating sole source of product / service with OEM dealer, distributor, reseller authorization)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this purchase or project to be capitalized?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Standardization Purchase (If YES, provide detailed description, attach supporting documentation if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION B: Justification

Use section to provide a detailed explanation of services or products and why an exemption to competitive purchase is justified. Include the purpose of the services or products and how it directly impacts department operations.

Product or Service Description (Include Model / Part No., if applicable)	
Describe purpose of product or service.	
What features of product or service makes this unique and exceptional to other comparable products or services?	
If applicable, describe why this product or service is compatible to existing equipment, instrumentation or services. If not enter N/A.	
If applicable, is this purchase in effort to support standardization of equipment or services? Provide description of how it will benefit department or operations. If not enter N/A.	

SECTION C: Justification of Due Diligence

Use this section to document effort to identify other sources of product or services. This section does not apply for Emergency Products or Services.

Brief description of efforts made to resource other providers of product or services.	
Describe consequence to operations if exemption is not declared.	
How will department or program function if product or service is discontinued?	
Describe how pricing was determined to be most responsive, responsible and best value to department.	

Florida Statute 838.22(2), BRIBERY, MISUSE OF PUBLIC OFFICE, which applies to public servants working for municipal government agencies, reads as follows: "It is unlawful for a public servant or a public contractor who has contracted with a governmental entity to assist in a competitive procurement to knowingly and intentionally obtain a benefit for any person or to cause unlawful harm to another by circumventing a competitive solicitation process required by law or rule through the use of a

Requesting Department Director Approval	
Purchasing Manager Approval	
Finance Director Approval	
Finance Staff Comments	