

Date:

COMPETITION EXCEPTION REPORT (CER)

Competition exception is the decision to purchase without competition through the use of bidding, formal solicitation, request for qualification, or a request for proposal when competition is available. Examples necessitating the use of a CER include when competition is solicited but no satisfactory offers are received, preventing a lapse in service delivery, use of another vendor would result in incompatibility with existing conditions, goods or services are being used in an ongoing project, or a new good or service would require considerable time and training from staff.

SOLE SOURCE

Only one vendor possesses the unique and singularly available capability to meet the requirement such as technical qualifications, ability to deliver based on distribution restrictions, or when only one supplier is practicably available. A sole source letter from the vendor should be provided when applicable.

**Use of CER or Sole Source does not negate or take the place of a contract.*

Procurement Contact:

Total Cost:

Department Contact:

VENDOR NAME:

COMMODITY/SERVICE DESCRIPTION:

JUSTIFICATION:

Department Director

John Page

Procurement Manager (Economy Director Designee)

City Manager
(Required over \$25,000)