

CENTRAL OREGON COMMUNITY COLLEGE

EXEMPTION FROM COMPETITIVE PROCUREMENT REQUEST

Attach this form to the Purchase order, Purchase request or Independent Contractors form as appropriate

Proposed Supplier/Contractor: _____ Requesting Department: _____

Budget Managers Signature: _____ Date: _____

Place a check mark next to appropriate reason for exemption request.

- Personal Services:** A personal services contract calls for specialized skills, knowledge and resources in the application of highly technical or scientific expertise, or the exercise of professional, artistic or management distraction or judgment. (CCR.250 and CCR.312.)
- Proprietary Equipment:** The materials are copyrighted, patented or proprietary, a competitive market does not exist and the proposed supplier is the only supplier of the product or service. (ORS 279B.075, CCR.212)
- Single Seller of Required Product:** Product or service is available from only one supplier or source. Additional documentation is required to be attached. (ORS279.B.075(1))
- Efficient Utilization of Existing Goods:** The efficient utilization of existing goods requires the purchase of compatible goods or services. (ORS279.B.075(2)(a))
- Emergency Condition:** The time required to competitively solicit quotations or proposals would create a substantial risk of loss, damage, interruption of services, or threat to public health, or safety. (ORS279B.080, CCR.206)
- Used Equipment:** The equipment is used and comparable equipment is not reasonably available. (CCR.220)

Explanation in support of requested exemption **(REQUIRED)**. Please include all names and firms contacted in order to determine an exemption is feasible. Include reason for purchase and project description.

FOR OFFICE USE ONLY:

PURCHASING COORDINATOR APPROVAL: _____