



# Purchasing Department

## Request for Waiver of Competitive Bidding

Pursuant to the purchasing policy adopted by the Board of Trustees on April 8, 2011, the Director of Purchasing is authorized to purchase goods and/or services without competitive bidding when justified. A Request for Waiver of Competitive Bidding form must accompany a requisition when colleges or vice presidential areas seek to purchase goods and/or services in excess of the bid limits without engaging in a competitive bid process. Bid limits are >\$25,000 for goods and >\$50,000 for services. These limits are supplier specific and applied to each org / fund combination on a fiscal year basis. Purchases from eStores, consortia agreements or university-wide contracts are excluded from this provision.

### Rationale for granting Waiver of Competitive Bidding (Please check the applicable box that explains the rationale for the requested waiver.)

- Sole Source**      A Sole Source justification exists if the goods and/or services required to satisfy the University's needs are only available from one supplier.

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- Emergency**      An Emergency justification exists if the goods and/or services are required to:
  - Correct or prevent an emergency health, environmental or safety hazard; and/or,
  - Provide for the completion of special or time sensitive events; and/or,
  - Enable the emergency repair/replacement of existing equipment essential for daily operations.

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- Economic**      An economic justification relieves the University of additional expenses that would result from NOT making the purchase; use of another supplier would result in incompatibility with existing conditions; and/or require considerable training, time and money; and/or the goods or services are being used in ongoing long-term projects.

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- Technical and Specialized Consulting Services**      The President and/or Senior Vice President for Business and Finance, or his/her designee, may grant a Waiver of Competitive Bidding when he/she determines that services to be purchased are technical and specialized consulting services that are temporary in nature and there are sufficient economic reasons to support such a waiver and where such terms and conditions as are in the best interest of the University. The exercise of this authority shall be subject to the oversight authority of the Senior Vice President for Business and Finance.  
**Note: This option requires an Additional Justification Memo and IFP Request Form. Click [here](#) for further instructions.**

Supplier Name: \_\_\_\_\_

Describe Good or Service: \_\_\_\_\_

Org # / Fund # : \_\_\_\_\_      Req # / Date: \_\_\_\_\_      Waiver Amount: \$ \_\_\_\_\_

#### Initiator

Signature \_\_\_\_\_      Name (printed) \_\_\_\_\_      Date (mm/dd/yyyy) \_\_\_\_\_

#### Chair / Admin

Signature \_\_\_\_\_      Name (printed) \_\_\_\_\_      Date (mm/dd/yyyy) \_\_\_\_\_

Addendums to previously approved waivers are no longer required. All changes are sent to Purchasing via a requisition. It shall be at the discretion of Purchasing whether the request for change should be approved.

**For Purchasing Department Use Only**

Received from Department Date: \_\_\_\_\_      Comments: \_\_\_\_\_

Received from Purchasing Date: \_\_\_\_\_      Comments: \_\_\_\_\_

**Purchasing Department Approver:**

Recommended     Not Recommended

Signature \_\_\_\_\_      Date (mm/dd/yyyy) \_\_\_\_\_

**Office of Business and Finance Approver:**

Recommended     Not Recommended

Signature \_\_\_\_\_      Date (mm/dd/yyyy) \_\_\_\_\_

Waiver # : \_\_\_\_\_      Comments: \_\_\_\_\_