



Purchasing Department

Request for Waiver of Competitive Bidding

Pursuant to the purchasing policy adopted by the Board of Trustees on March 18, 2013, the Purchasing Department is authorized to purchase goods and/or services without competitive bidding under unusual and infrequent circumstances, when justified, by the requesting department. 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 threshold without engaging in a competitive process. Bid thresholds are >\$25,000 for goods and >\$50,000 for services. These thresholds are supplier specific and applied to each department chartfield on a fiscal year basis. Purchases from consortia agreements or university-wide contracts are excluded from this provision. Department MUST include a written explanation for the waiver and if request for sole source, a letter from the vendor.

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 required to satisfy the University's needs are only available from one supplier, usually because of its proprietary and unique nature.

Emergency The goods or services are required to correct or prevent an emergency health, environmental or safety hazard and/or enable the emergency repair or replacement of existing equipment essential for daily operations.

Supplier Name: _____

Describe Good or Service: _____

Department Chartfield _____ Req # / Date: _____ Waiver Amount: \$ _____

Requestor

Signature _____ Name (printed) _____ Date (mm/dd/yyyy) _____

Supervisor

Signature _____ Name (printed) _____ Date (mm/dd/yyyy) _____

Vice President/Dean/Provost

Signature _____ Name (printed) _____ Date (mm/dd/yyyy) _____

Addendums to previously approved waivers are no longer required. All changes are to be sent to Purchasing via a Request for Change Order form. 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 Affairs and Finance Approver:

Recommended Not Recommended

Signature _____ Date (mm/dd/yyyy) _____

Office of General Counsel:

Recommended Not Recommended

Signature _____ Date (mm/dd/yyyy) _____