



Bid Waiver Request Form (rev 10-2018)

Please Note: Completion of this form does not guarantee the approval of the procurement request.

The Board of Governor's Code Annotated states:

2.81.01.080 Contracts for the purchase of supplies, equipment or the services of independent contractors requiring the expenditure of budgeted funds in excess of \$25,000 shall be awarded on the basis of competitive bids.
APPM 2.9 Federal Grant Expenditures Only: Purchases made as a result of a federal grant award are subject to Federal Office of Management and Budget (OMB) Procurement Standards, as can be found in the Electronic Code of Federal Regulations (eCFR) - Procurement Standards Sections 200.317 through 200.326.
List of 4 circumstances with checkboxes:
1) The item is available only from a single source;
2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
4) After solicitation of a number of sources, competition is determined inadequate.
Such purchases are also subject to all University policies as listed in policies 2.1 through 2.10.

There may be occasions when a competitive bid for any of the above may not be in the University's best interest. University Policy 04-06 indicates who may approve a request for bid waiver and under what circumstances.

To make a request for bid waiver, please complete the following information and submit to the correct party.

- 1. Name of the Vendor / Supplier recommended for a contract award or supply or equipment order
2. Name of the Department requesting the bid waiver
3. Name of the person who will approved this request.

University Policy 15.1 indicates purchases below \$250,000 can be approved by a Unit Head, below \$500,000 must be approved by a Dean or Department Head, and \$500,000 or more must be approved by a divisional Vice President.

4. Dollar Amount of the Request \$ _____
5. Requisition number (if known) _____
6. Description of the items or services being requested *(include the manufacturer name if applicable)*

7. Explanation of the reason for a bid waiver request.

8. Other options considered prior to determining the need for a bid waiver request *(include explanation of why any lower cost options were rejected. If informal quotes were obtained, include copies).*

9. Is this purchase required to match existing equipment or part of a standardization program? *(If so, provide the original purchase order number, supplier name and description of the original purchase. For equipment, include the property tag number).*

10. Is this supplier or specific product/service identified by name, statement of work and dollar amount in a sponsored grant or contract? *(If so, please describe and attach the grant documentation).*

11. If Procurement and Strategic Sourcing (PASS) was not used in the sourcing effort, explanation of why PASS was not asked to assist.

12. What steps are being taken to competitively bid future purchases?

I am aware of and agree to abide by the University policies and guidelines governing competitive bidding and outside interests, conflict of interest and conflict of commitment. I confirm that this disclosure abides by the limits specified in these policies and guidelines and does not interfere with my primary obligation to the University. I do not have, nor does any member of my family, any financial interests in the supplier under consideration.

_____ / _____	_____ / _____
Authorized Signature for the Requesting Department	Date of the request
_____ / _____	_____ / _____
Typed or Printed Name	Title

