

Request for Waiver of Competitive Bidding

Pursuant to the purchasing policy adopted by the Board of Trustees on November 17, 2022, 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 for goods and services are greater than or equal to \$75,000 for both goods and services. Purchases from BuckeyeBuy, 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.)

<input type="checkbox"/> 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.
<input type="checkbox"/> Emergency	An Emergency justification exists if the goods and/or services are required to: <ul style="list-style-type: none"> • 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.
<input type="checkbox"/> 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.
<input type="checkbox"/> 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. If waiver amount is greater than \$250,000 it will require President's Cabinet approval .

Supplier Name: _____

Describe Good or Service: _____

Cost Center: _____ Fund: _____ Req # / Date: _____ Waiver Amount: \$ _____

Initiator

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

Senior Fiscal Officer

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

All changes to previously approved waivers must be 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: _____

Select Waiver Category Code: Academic Support Administrative Support Equipment & Services Instructional & Academic Research Equipment & Services