

Bid Waiver Form Approver Training



Request for Waiver of Competitive Bidding Overview

When justified, the Purchasing Department has the authority to waive competitive bidding for departments seeking to purchase or lease any equipment, material and/or supplies when the cost is \$25,000 or greater or for the procurement of services when the cost is \$50,000 or greater. The basis for granting waivers of competitive bidding are listed below.

- SOLE SOURCE:** Indicates there is not another vendor that provides the required goods or services. Sole Source requests must include a statement from the vendor on company letterhead indicating that the goods/services are only manufactured/supplied by their company and the quoted price is certified to be equal to the pricing given to supplier's most favored customers or other government agencies.
- EMERGENCY:** The goods or services are needed to correct or prevent an emergency health, environmental or safety hazard; special or time sensitive events; and/or emergency repair as determined by the President, CFO, or his/her designee.
- ECONOMIC:** When the University Division or Department has equipment or other goods and services from an existing vendor wherein it would be too costly to change vendors, then a case (description(s) of the excess costs and/or conditions to change) would need to accompany this waiver.

This form has been created in Falcon's Purch to streamline the Bid Waiver process. Below is a step-by-step guide to approving a bid waiver form and a subsequent requisition within Falcon's Purch.

Email Notification to Take Action

As with other Falcon's Purch requisitions, you will receive an email requesting you to take action.

Notice - In the orange subject line it says "Bid Waiver Approval."

From: falconspurch@bgsu.edu [mailto:falconspurch@bgsu.edu]
Sent: Wednesday, August 14, 2013 3:15 PM
To: Andrew Grant
Subject: New Pending Approval for Requisition# 41221867

Bid Waiver Approval II Approval Request for Requisition# 41221867

Dear Andrew Grant,

The requisition listed below has been submitted for your approval.

Summary

Folder: Bid Waiver Approval II
Prepared by: Darin Teeple
Cart Name: 2013-07-08 DTEEPLE 01
Requisition No.: 41221867
Priority: Normal
No. of line items: 1

TOTAL: 26,000.00 USD

At this point you will want to scroll to the bottom of the screen and click on the link to view the form/requisition within Falcon's Purch.

Additional Information

Summary Details

Shipping Acct #:
 Blanket PO: No
 Comments: (0)

Shipping Address

ATTN: Darin Teeple
 Bldg: Park Avenue Warehouse
 Room: 103D
 Bowling Green State University
 Bowling Green, OH 43403
 United States

<https://solutions.sciquest.com/apps/router/myapprovalssearch?action=search&doctypeid=1&authuser=9021228&tmstamp=1376507675217>
 Click to follow link

[Click here to view the document in your organization's site.](#)

If you have any questions with regard to reviewing/approving this requisition, please contact your SelectSite Support Team.

Once you are in Falcon's Purch, you will notice that it looks like a normal requisition. To view the form, click in the production description area (**note: this is only a test requisition**).

add attachment...
add attachment...

Supplier / Line Item Details

Hide line details For selected line items

Fisher Scientific Co IUC Vendor [more info...](#)

Add non-catalog item for this supplier...

Contract UN08-040 [more info..](#)

PO Number To Be Assigned

Quote number *no value*

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity
1 more info... Competitive Bid Waiver Form - New Microscope	NA	EA	800,000.00	1 EA
Commodity Code 10002010 SQ Equipment 10yr-life		Internal Note Internal Attachments add attachment... External Note Attachments for supplier add attachment...	<i>no note</i>	
Supplier subtotal				

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals. **Subtotal Total**

Then, view the form



Request for Waiver of Competitive Bidding

Purchasing Department
103 Park Avenue
ph: 419-372-8411
fax: 419-372-8416

When justified, the Purchasing Department has the authority to waive competitive bidding for departments seeking to purchase or lease any equipment, material and/or supplies when the cost is \$25,000 or greater or for the procurement of services when the cost is \$50,000 or greater. The basis for granting waivers of competitive bidding are listed below. Check the applicable category and provide written justification for each request. If required, attach documentation from vendor. The budget administrator must then sign and date this form and forward to the Purchasing Department for prior approval. Purchasing will then forward to the Vice President for Finance and Administration for approval, or in the absence of the VPFA, to the University's President.

Category

Sole Source
Indicates there is not another vendor that provides the required goods or services. Sole Source requests must include a statement from the vendor on company letterhead indicating that the good only manufactured/supplied by their company and the quoted price is certified to be equal to the pricing given to supplier's most favored customers or other government agencies.

Emergency
The goods or services are needed to correct or prevent an emergency health, environmental or safety hazard; special or time sensitive events; and/or emergency repair as determined by the President/his/her designee.

Economic
When the University Division or Department has equipment or other goods and services from an existing vendor wherein it would be too costly to change vendors, then a case (description(s) of the and/or conditions to change) would need to accompany this waiver.

Select One of the Options Below

Economic
 Emergency
 Sole Source

Competitive Bid Waiver Form - Test

1966 characters remaining expand | clear

Item Details

Product Description	Catalog No.	Unit Price	Packaging (UOM)
Competitive Bid Waiver Form - New Microscope	NA	800,000.00	EA - Each

210 characters remaining expand | clear

To go back to the requisition page, simply click close in the upper right hand corner of the screen.

Waiver Form

Available Actions: Save Go Close

Form History



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After reviewing the form, it is the normal requisition approval process and you can take action at the available actions section.

The screenshot shows the BGSU Falcon's Purch website interface. At the top, the user is logged in as 'Darin Teeple' and has 152 Action Items and 7 Notifications. The main navigation bar includes 'Shop', 'Shopping', 'Dashboard', 'Shopping Home', and 'Home/Shop'. A search bar is present with a 'Go' button. The 'Orders & Documents' menu is open, showing options like 'Document Search', 'Approvals', 'My Approvals', 'Approval Notifications', 'My Recent Approvals', and 'Assign Substitute Approvers'. Below the menu, there is a news item dated 1/30/2014 about B&H Photo becoming a Punchout supplier. The main content area features a grid of supplier categories, including Science Equipment and Supplies, American Interiors Furniture, ANIXER Electrical Wire and Cable, BECKMAN COULTER Science Equipment and Supplies, WESCO Electrical, EMD Chemicals, HO SUPPLY Maintenance/ Repair/ Supplies, SEXAUER Plumbing, MSC Maintenance/ Repair/ Supplies, PRAXAIR Specialty Gases & Equipment, and VWR INTERNATIONAL Paint.