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.”

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From: Falconsurch@bgwu.edu (mailto:Falconsurch@bgwu.edu)
To: Andrew Grant
Subject: New Pending Approval for Requisition # 41221867

Dear Andrew Grant,

The requisition listed below has been submitted for your approval.

**Summary**

- **Prepared by**: Darr Teaple
- **Request no.**: 41221867
- **Priority**: Normal
- **No. of line items**: 1

**TOTAL**: 20,000.00 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.

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).
Then, view the form

To go back to the requisition page, simply click close in the upper right hand corner of the screen.
After reviewing the form, it is the normal requisition approval process and you can take action at the available actions section.