Bid Waiver Form Requester 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.

A form has been created in Falcon’s Purch to streamline the Bid Waiver process. Below is a step-by-step guide to creating a bid waiver form and subsequently a requisition within Falcon’s Purch.

**Accessing the Bid Waiver Form**

1. From the Home/Shop Screen, click on the forms link.
2. Click on the Competitive Bid Waiver Form link.
Form Navigation

1) Check the applicable bid waiver category.
2) Write a summary description for your need for the bid waiver.
3) Enter “Competitive Bid Waiver Form” followed by the product or service being purchased.
4) Enter Catalog number if applicable.
5) Enter Unit price.
6) Enter UOM.
7) Enter the date.
8) Enter the supplier.
9) Enter the commodity code.
10) Enter the requisitioning department name.
11) Enter the appropriate speedchart being charged for the purchase.
12) Attach all necessary documentation (this will transfer to the requisition and purchase order).
13) Go to Available Actions and select Add and go to Cart and click go (upper right of screen).

**Note:**
Indicates there is not another vendor that provides the required goods or services. Site Source requests must include a statement from the vendor or 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, VPIA, 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 costs and/or conditions to change) would need to accompany this waiver.

**Select One of the Options Below**

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<td>Competitive Bid Waiver Form summary description.</td>
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<tbody>
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<td>Competitive Bid Waiver Form - Product Description</td>
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**Waver Form**

When justified, the Purchasing Department has the authority to waive competitive bidding for departments seeking to purchase or lease any equipment, real estate, fixture, 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 supporting documentation.

**Available Actions:** Add and go to Cart

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Revised 10/15/2021
Shopping Cart

You have now transitioned to your shopping cart and you will follow the same process as a normal requisition.

1) Proceed to checkout

2) Submit requisition

Your requisition is now in the bid waiver workflow for approvals. Once approved through the entire workflow, it will follow the normal purchase order process.