



Step	Action
1	The Waiver of Competitive Bidding form is to be used for purchases over \$10,000 when competition does not exist or would be inadvisable. Competitive bidding ensures fairness, transparency, and the best value for the University. Waiving competition increases the risk of higher costs, limited accountability, and audit scrutiny, so it must be fully justified and documented. The individual most familiar with the order should be the one to complete and sign the Waiver of Competitive Bidding form.
2	Before utilizing the Waiver of Competitive Bidding form, identify the purchase needs and determine whether other suppliers could reasonably provide the goods or services. If other valid options exist, competition applies and the waiver should not be used. Please refer to the Procurement website to determine if formal or informal competition is required.
3	If no other viable supplier exists, review the Rationale options on the first page of the form. Select the reason that most accurately applies to the situation.
4	<p>Valid reasons to waive competitive bidding include:</p> <ul style="list-style-type: none"> • Sole Source: The required goods or services are available from only one known supplier. No other supplier can meet the specifications or requirements, making competitive bidding infeasible. <ul style="list-style-type: none"> ○ Example: Only the original manufacturer produces components that meet the technical specifications and warranty requirements of an existing piece of equipment. • Emergency: An urgent and unforeseen situation where the delay caused by competitive bidding would result in significant disruption, risk to safety, or financial loss to the University. <ul style="list-style-type: none"> ○ Example: An HVAC system fails in a research facility storing temperature-sensitive materials, requiring immediate repair to avoid loss of research assets. • Continuation of Services: The goods or services are necessary to complete an existing project, and introducing a new supplier mid-project would compromise continuity, compatibility, or project integrity. This may also apply when extending contracts to maintain uninterrupted operations. <ul style="list-style-type: none"> ○ Example: A software development firm is midway through building a custom student portal but their contract is expiring. • Compatibility: The goods or services must be compatible with existing equipment, systems, or standards already in use by the University, and only specific items or brands meet these requirements. <ul style="list-style-type: none"> ○ Example: Software updates must be provided by the original developer to ensure up-to-date functionality with the original software platform. • Limited Availability: The goods or services are available only during a limited time frame or from a limited number of sources. In cases where competitive quotes are required, fewer than the required number of quotes may be obtainable despite reasonable efforts to solicit competition. <ul style="list-style-type: none"> ○ Example: The informal quote process for maintenance services in a remote location yielded only two responsive suppliers although three quotes should be obtained, based on the cost threshold. • Used Items: The required item is only available as a used product or is offered at a significantly reduced cost compared to new equipment. <ul style="list-style-type: none"> ○ Example: A department acquires a used microscope from another university at half the cost of a new one, and no comparable used models are available.
5	After selecting the Rationale , enter your Department Name and Requisition Name at the top of the form. These will also appear on page two. Note that requisition names default in as the current date and user ID (2025-12-04 123456) but can be changed during requisition creation. The requisition number is not available until after saving, so the completed form should already be attached by then.
6	On page two, enter in the Supplier Name for the supplier that you are wanting to place the order with and the Total Cost of the purchase.
7	<p>In the Explanation of Goods/Services section, enter in a detailed description of the goods/services being requested and an explanation of the rationale selected on page one. Clearly state why the purchase is necessary and include any relevant details that support the justification.</p> <p><i>Example: An ABC microscope in the lab has a broken lens. The replacement lens is proprietary to ABC Scientific, the original manufacturer. ABC Scientific is the only supplier that offers compatible replacement parts.</i></p>
8	If the order is less than \$150,000, proceed to the Departmental Approval section. If the order is in excess of \$150,000, the Cost Analysis section needs to be completed.
9	The Cost Analysis section should detail how it has been verified that the cost is reasonable by comparing to previous purchases or current market pricing.



	<i>Example: If a replacement part was purchased five years ago, confirming that the cost has only increased by 5% is a valid analysis.</i>
10	In the Departmental Approval section, the individual that has filled out the Waiver of Competition form, which should be the individual most familiar with the situation, should enter in their Name, Title, the Date they signed the form, and an official Signature .
11	For orders over \$150,000, a secondary departmental approval is required. This approver should be familiar with the situation and separate from the original requester, such as a dean or department head. They should enter their Name, Title, the Date they signed the form, and an official Signature .
12	This completed form, along with the quote to support the purchase, should be added as attachments to the requisition in PeopleSoft.
13	Procurement will review the waiver. If the information is insufficient, the form will be returned to the department. If approved, Procurement will add their Name, Title, the Date they signed the form, and an official Signature . Procurement may also add additional comments to further justify the waiver in the Procurement Comments section. The fully signed form will then be attached to the requisition in PeopleSoft.
14	Approved waivers are generally valid for one year from the Procurement approval date and may be used for repeated purchases if necessary. If valid for less than one year, a separate Expiration Date will be listed in the Procurement Approval section of the form.