

Department Name:

Requisition Name:

### WAIVER OF COMPETITIVE BIDDING

Departments requesting to acquire goods or services without competitive bidding must complete the **Waiver of Competitive Bidding** form and attach it to their requisition in PeopleSoft. The rationale for waiving competitive bidding should be selected from the available options below. In the Explanation of Goods/Services section, departments must clearly describe the item(s) or service(s) being requested and provide a detailed justification for the waiver. Supporting documentation should be included to substantiate the request. Procurement will review the submission to ensure compliance and if approved, the fully signed waiver will be attached to the resulting Purchase Order. By signing the form, departments affirm that all information provided is complete, accurate, and truthful. For guidance on competition thresholds and procurement requirements, please refer to the university's procurement policies at:

<https://www.ou.edu/procurement/policies-and-procedures>.

#### RATIONALE FOR WAIVER OF COMPETITIVE BIDDING

Sole Source:	<p>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.</p> <p><i>Example: Only the original manufacturer produces components that meet the technical specifications and warranty requirements of an existing piece of equipment.</i></p>
Emergency:	<p>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.</p> <p><i>Example: An HVAC system fails in a research facility storing temperature-sensitive materials, requiring immediate repair to avoid loss of research assets.</i></p>
Continuation of Services:	<p>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.</p> <p><i>Example: A software development firm is midway through building a custom student portal but their contract is expiring.</i></p>
Compatibility:	<p>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.</p> <p><i>Example: Software updates must be procured from the original developer to ensure up-to-date functionality with the original software platform.</i></p>
Limited Availability:	<p>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.</p> <p><i>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.</i></p>
Used Items:	<p>The required item is only available as a used product or is offered at a significantly reduced cost compared to new equipment.</p> <p><i>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.</i></p>
Other: (Please Explain)	

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**PURCHASE INFORMATION**

Please list the specific details regarding the requested purchase.

Supplier Name:

Total Cost:

**DESCRIPTION OF GOODS/SERVICES**

Please provide a description of the goods/services requested and a detailed explanation of the rationale for waiver of competitive bidding.

**COST ANALYSIS**

If the purchase is in excess of \$150,000, please provide an explanation of how it has been verified that the cost is reasonable.

**DEPARTMENT APPROVAL**

Name:

Title:

Date:

Signature:

Signature of Dean/Department Head/VP, separate from the requester, required if the purchase is in excess of \$150,000.

Name:

Title:

Date:

Signature:

**PROCUREMENT COMMENTS (OPTIONAL)**

**PROCUREMENT APPROVAL**

Name:

Title:

Date:

Signature:

Expiration Date:

*One year from Procurement Approval date unless otherwise noted.*