

How to Justify a Procurement using the Bid Waiver Form

	If...	The Requester Should Justify by...
<i>The Service/Item is sole source...</i>	Only one supplier globally has the ability to meet the University's specific needs by providing the selected goods or services.	Attest that the selected supplier is the only known qualified source. Provide information regarding attempts to locate othersuppliers and/or market research.
<i>Time is of the Essence...</i>	An unusual and compelling urgency may result in serious financial or physical risk to the University, its' faculty and/or students if not immediately fulfilled.	Describe the immediate need and risks associated.
<i>The Service/Item is Proprietary...</i>	It is only available from a single source supplier that has sole ownership and rights to the product or service being provided. This can be an item for which a sole source supplier holds the patent, manufactures or distributes the product.	Demonstrate that the good/service is unique and innovative in concept or highly specialized. In the case of a service, outline special competencies of the selected firm/consultant that are required for the project.

Items Not Requiring a Bid Waiver:

- Goods or services being purchased under an overarching contract/MSA
- Goods or services being purchased are part of a multi-year agreement.
- Procurements made during a declared state of emergency to minimize an immediate risk or harm to the institution, staff & students.
- Requisitions under \$10k.