

CONTRACTING AND PURCHASING SERVICES POLICY MANUAL

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|  NORTHERN ARIZONA UNIVERSITY | POLICY PUR 304-02 |
| | Section: Orders and Requisitions |
| | Page 1 of 2 |
| | Responsible office: Purchasing |
| | Origination date: 07/01/1996 |
| Subject: Waiver of Bidding | Effective date: 07/01/1996 |
| Source: University policy ABOR 3-803 | Revision date: |

PURPOSE

To outline a process for waiving competitive bidding requirements for procurements greater than \$50,000.

POLICY

PUR 304.02.01: Under certain circumstances allowed by ABOR policy, the formal bidding procedures may be waived. The University President or designee(s) may authorize procurements without competitive bidding if specific criteria are met.

PUR 304.02.02: Sole Source Procurement

Procurement for goods and/or services may be awarded, without competition, if the Director of Procurement determines, in writing, that there is only one source for the required goods and/or services. Sole Source procurement shall be avoided except when no reasonable alternative source exists. Construction services may not be procured under this subsection.

PUR 304.02.03: Emergency Procurement

A University President or the President's designee(s) may make emergency procurements if there exists a situation that:

1. Threatens public health, welfare or safety, or
2. Makes compliance with the competitive bidding requirement impractical, unnecessary or contrary to the public interest.

Emergency procurements shall be made with such competition as is practical under the circumstances. Waivers shall be requested only under the most extreme circumstances. A personal preference for certain products shall not constitute justification for requesting a waiver.

PUR 304-02-02: Submitting Waiver of Bidding form

The requesting department shall process a requisition document for the procurement and submit a completed Waiver of Bidding Requirements form with appropriate signatures to Contracting and Purchasing Services referencing the requisition document number. The appropriate section shall be completed outlining the rationale for the request in specific terms and accompanied by all supporting documentation, which shall include an original written quotation from the vendor.

PUR 304-02-02: Processing the waiver transaction

Upon receipt of the completed Waiver of Bidding Requirements form the responsible buyer will verify the following:

1. That the request for procurement qualifies under the above cited criteria for waiver and the justification is sufficiently detailed to clearly establish and substantiate the goods and/or services specified shall meet the needs of the university end-user.
2. That the price offered for the goods and/or services is reasonable and in the best interest of the University.

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The buyer will sign the Waiver of Bidding Requirements form and submit all supporting documentation to the Director of Procurement or Contracting and Purchasing Manager for approval. Upon approval, a purchase order shall be issued.

A copy of the purchase order and the Waiver of Bidding Requirements form shall be filed in the bid waiver file.

CROSS REFERENCE

- [PUR 205-00](#) Prohibited Purchases
- [PUR 304.01](#) Sole Source
- [Waiver of Bidding Requirements](#) form
- [PUR 600-01](#) Reporting Receipt of Order