

**THE OHIO STATE UNIVERSITY - PURCHASING DEPARTMENT
REQUEST FOR WAIVER OF COMPETITIVE BIDDING**

The University procures goods & services competitively whenever practicable. Pursuant to the Policy on Purchasing adopted by the Board of Trustees on November 7, 1997, the Vice President of Business and Finance may authorize the Director of Purchasing to purchase without competitive bidding when justified.

This form must accompany a requisition when seeking to purchase goods in excess of the bid limit of \$25,000 per supplier per fiscal year per fund, or services in excess of the bid limit of \$50,000 per supplier per fiscal year per fund (contract suppliers are exempted). Check the applicable rationale category and provide justification for your request.

SECTION ONE – Rationale for granting waiver of competitive bidding

*Attach additional Explanation/Justification sheets if necessary

SOLE SOURCE

There is not another company that provides the required goods or services.

Explanation/Justification: _____

*** Sole Source requests must include a statement from supplier indicating their quoted price is certified to be equal to the pricing given to supplier's most favored customer or other governmental 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 or replacement of existing equipment essential for daily operations.

Explanation/Justification: _____

ECONOMIC

Responsible economic procurement relieves the University of potential additional expenses that would result from **NOT** making the purchase; use of another supplier would result in incompatibility with existing conditions; require considerable training, time and money to evaluate; the goods or services are being used in ongoing long-term projects; and/or the product/service offered is at a substantial discount below current market conditions and price structures (provide documentation detailing the cost benefits to the University).

Explanation/Justification: _____

SECTION TWO – For Department use (completion of all fields is required)

Good(s)/Service(s) requested: _____ Vendor Name: _____

Org # / Fund #: _____ / _____ Req # / Req Date: _____ / _____

Current Waiver Amount: \$ _____ Addendum Waiver Amount: \$ _____
(Use only for changes to current waiver amt.)

Signature (Initiator): _____ Signature (Chair/Admin. Head): _____

Printed (Initiator): _____ Printed (Chair/Admin. Head): _____

Date: _____ Date: _____

SECTION THREE – FOR PURCHASING USE ONLY

Recommended Disapproved _____ Date: _____
Director of Purchasing

Request Approved Disapproved _____ Date: _____
Assistant Vice President for Business Operations

Waiver #: _____