

PURPOSE & INSTRUCTIONS

THE PURPOSE of the Waiver of Bid Request form is to confirm the requesting unit has taken the necessary steps and provided documentation to demonstrate the appropriate justification for the requested procurement in accordance with [University Policy 20.1.11](#) and applicable Federal, State and local laws, regulations, codes and ordinances.

THIS FORM MUST BE COMPLETED WHEN A UNIT SEEKS TO PROCURE GOODS OR SERVICES \$10,000 OR GREATER IN SITUATIONS WHERE COMPETITION IS RESTRICTED OR LIMITED IN SUCH A MANNER THAT IT PRECLUDES THE UNIVERSITY FROM OBTAINING INFORMAL OR FORMAL BIDS/PROPOSALS/QUOTES

PLEASE BE ADVISED:

- Wherever possible, the University should procure goods and services from suppliers that have active contracts in place with Rutgers. If the unit is utilizing an existing University contract – **STOP**. This form is **NOT** required.
- If this a Rutgers Health Group (RHG) Waiver of Bid Request – **STOP**. This is **NOT** the correct form. Contact University Procurement Services for further direction.
- If the unit is seeking to procure goods or services within the informal bid range (\$10,000 - \$149,999) by soliciting informal bids/proposals/quotes – **STOP**. This is **NOT** the correct form. The [Informal Bid Intake Form](#) needs to be completed.
- If the unit is seeking to procure goods or services within the formal bid range (\$150,000 or greater) by soliciting formal bids/proposals/quotes – **STOP**. This is **NOT** the correct form. The [RFX Intake Form](#) needs to be completed.

**THIS COMPLETED FORM MUST BE SUBMITTED WITH AN
RU MARKETPLACE REQUISITION AS AN **INTERNAL ATTACHMENT****

PLEASE BE FURTHER ADVISED that University Procurement Services must review this form PRIOR to issuance of any purchase order and may require additional information.

PLEASE BE FURTHER ADVISED that Waiver of Bid Requests valued at \$1 million or more, as well as the proposed contract must be reviewed and approved by the Board of Governors, in accordance with Policy 20.1.11.

PLEASE BE FURTHER ADVISED by submitting and approving the requisition this form is attached to, you certify that the information and justification has been thoroughly reviewed and accurate.