

(\$50,000+)

## PART I: PRELIMINARY QUESTIONS

Select a response for each question below which will assist units to submitting this form.	in assuring that the proper preliminary checks	were taken prior		
University Contract. Wherever possible, the University should procure goods and services from suppliers that have active contracts in place with Rutgers. Units are advised to check RU Marketplace or contact University Procurement Services.				
Can the requested goods or services be provided under an exist - If Yes, <b>STOP</b> . This form is not required.	ing University contract?	□ Yes □ No		
<b>Excess or Surplus Inventory</b> . An excess or surplus inventory onew equipment and vehicles. Units should refer to the Rutgers M		avoid purchasing		
Has surplus equipment been considered as an alternative to this or surplus inventory?	purchase by checking the excess	∕es □ No □ N/A		
Federally Funded. Will the unit utilize federal funds to finance the	nis purchase?	☐ Yes ☐ No		
<b>Does</b> this purchase involve any video surveillance products or te monies?	elecommunications equipment and services invo	olving federal		
Do you intend to purchase telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, (or any subsidiary or affiliate of such entities); and/or video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology subsidiary or affiliate of such entities)? ☐ Yes ☐ No				
Capital Asset. Is this a purchase of a capital asset (e.g. compute	er/lab equipment; vehicles; machinery; etc.)?	□ Yes □ No		
<b>Small Business Participation.</b> Rutgers encourages engagement with small and local businesses and is committed to providing them with equitable opportunities to compete for University contracts and bid solicitations. To identify small and local businesses, please refer to the <u>U.S. Small Business Administration</u> and <u>State of New Jersey</u> websites.				
Have you solicited from a small business?		□ Yes □ No		
- If No, explain why not:				
PART II: SUMMARY OF AWARD				
Provide the supplier name, waiver of bid amount, and the specifications given to the supplier. Attach to the RU Marketplace requisition a copy of the bid/proposal/quote received and summarize below.				
Supplier Name:	Amount of Waiver Request:			
Detail the Specifications Provided to the Supplier (attach additional sheets, if necessary):				
If services are requested, the specification should include the description of the services to be performed and any deliverables. If goods are requested, the solicitation should include the specification of the goods requested. The specifications must be general in nature and not specify "brand name only," unless an equivalent good or service is acceptable. Any supplier who helped develop the specification should not be included in the solicitation, nor be awarded the contract.				



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Select one or more of the procurement policy provisions below that allows an exception to the University's bidding requirements for procuring goods or services valued \$50,000 or greater, followed by a Supporting Narrative. \*IF THE FEDERAL FUNDS BOX WAS CHECKED IN PART I ABOVE, ONLY SELECT FROM THE SHADED BOX.

Sole Source	Goods or services can only be provided from one supplier. Sole source requests must include a letter from the supplier certifying that its quoted price is equal to or less than that given to its most favored customers or other government agencies.
Inadequate Competition	After solicitation of a number of potential sources, competition is determined to be inadequate. Bids were solicited and, no responsive bid is received, or only a single responsive bid is received and is rejected. Provide copy of RFP or informal bid request, non-responsive answers, and, if one bid was received copy of the bid and reason for why it was rejected.
Public Exigency	When life, safety or health of the public must be sustained through the immediate delivery of products or performance of services or a critical agency mandate, statutory or operational requirement must be fulfilled immediately.
Grant Requirement	The awarding agency or pass-through entity expressly authorized non-competitive proposals in response to written request from Rutgers University. If this supplier is required and specified in the award, attach a copy of the award or requirement page.
Highly Unique or Specialized Services	<u>Professional Services:</u> While the procurement of professional services should be conducted through a bid process, the requesting unit can demonstrate that such services, due to unique or special circumstances, can't be procured in this manner. A resume, CV or other details about the unique qualifications of this supplier must be attached hereto.
	<u>Technical Services:</u> Another supplier cannot be chosen because the supplier provides services in connection with the assembly, installation or servicing of equipment of a highly technical or specialized nature.
Leasing of Space	The lease of space, buildings or real estate, as required to conduct the business of the University is not subject to the bid requirements of the procurement policy.
Demo Equipment	This request is for the purchase of used or demonstration equipment, available at a lower-than- new cost. Provide cost for price of equipment, if purchased as new.
Proprietary Hardware / Software	The requested upgrade to proprietary software or hardware is available only from this supplier, which performs the service only on a direct basis. Attach documentation supporting that the hardware or software is proprietary and that only this supplier and can perform the requested upgrade.
Equipment Continuity	The requesting unit seeks equipment that must be compatible with existing equipment and/or standardizing on equipment which is necessary to assure interchangeability of parts.
Pilot Project / Trial / Experiment	If the department wishes to engage a specific supplier to test or experiment with new equipment or service(s). Selecting this justification requires execution of a product/service trial agreement before start of trial, pilot project or experiment.
Amendment / Change Order	Amendment/Change Order requests, not covered under existing contract, where current supplier is best positioned based on skill, knowledge, familiarity with the project to provide the



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	extra work resulting in a cost savings to the unit over the cost of a no includes amendments that result in an extension of the term due to the bidding process being incomplete prior to expiration of the current contra	successor contract or
□ Other Non-Sourceable	The good or service cannot be purchased through a formal bid process of requiring a specific supplier; 2) Purchase under Medicaid 340b program; purchase; 4) Emergency or generational procurement (contact UPS prior	3) Other pass-through
cannot be obtained through e of this request is \$250,000 or	Provide a written narrative explaining why the procurement of the requestither an informal or formal bid process. Attach additional sheets, if necessive and the Federal Funds box was checked in Part I above, a price or further clarification and instructions refer to the University Procurement	essary. *If the amount or cost analysis must
PART IV: ADDITION	AL QUESTIONS & REQUIRED DOCUMENTS	
-	ices being procured, select a response for each question below indicatents are required prior to issuance of a purchase order.	ing whether additional
	chase through a lease should be considered where appropriate.	_
	cles, have you performed an analysis of lease versus other alternatives?  **rections contact University Procurement Services.**	☐ Yes ☐ No ☐ N/A
	imployee Determination (ICED). Is the supplier providing professional	□ Yes □ No
- If Yes, have you attached the	he completed ICED Form?	□ Yes □ No
*For further clarification and instru	ctions on ICED refer to the <u>University Tax Services webpage</u> .	



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<b>Protected Information.</b> Will the Supplier create, obtain, transmit, use, maintain, process, or dispose of social security data, credit card data, student data, financial data, protected health information (PHI) or General Data Protection Regulation (GDPR) information?					
<b>Business Associate Agreement.</b> Will there be an exchange of with the supplier?	□ Yes □ No				
<ul> <li>If Yes, in the Requisition (located under General) have you checked "Yes" in the BAA field and attached the completed Business Associate Agreement (BAA)?</li> </ul>					
*For further clarification and instructions on the BAA refer to the Univer	rsity Ethics & Compliance webpage.				
Third Party Risk Assessment (TPRA). Will the supplier need reproduce University data?	☐ Yes ☐ No				
- If Yes, have you attached the completed TPRA report from	OIT?	□ Yes □ No			
*For further clarification and instructions on the TPRA refer to the Univ	ersity Information Protection and Security webpage.				
Accessibility Purchasing Form. Is this an electronic and inf	ormation technology based purchase?	□ Yes □ No			
<ul> <li>If Yes, Rutgers requires you to complete the Accessibility Pothis Waiver of Bid. Users will receive an acknowledgement</li> </ul>		for			
*For further clarification and instructions on the Accessibility Purchasin	g Form, refer to the <u>University Office of Information Te</u>	echnology webpage			
Facility/Construction Requirements. Is this engagement a facilities/construction-based project?					
- If Yes, have you attached the supplier's Public Works Registration?					
Do any of the following apply to your engagement? (check if applicable)					
□ Special utility hook-up (electric, gas, sewage, water.) □ Conditioned air (controlled humidity, ventilation, dry filtered air, compressed air etc.) □ Special foundation, lighting, ventilation, vacuum or steam connection etc. □ Disassembling and reassembling by FOS/Physical Plant □ Will toxic, flammable, or radioactive materials be used? □ Will this equipment weigh more than 80 pounds per square foot?					
<ul><li>Will existing room alterations be needed to adapt and/or admit the equipment?</li><li>If any of these apply, have you attached the completed Project Request Form?</li></ul>					
- If any of these apply, have you received written approval fro	•	☐ Yes ☐ No			
University Communications and Marketing Requirements. signatures and marks in all University communications, market					
Will the supplier be using Rutgers logo, signature and/or marks?					
Will the purchase require ad review?					
- If Yes to either question, the unit should refer to the <u>University Communications and Marketing webpage</u> for further clarification and instructions on branding, trademark and licensing, and/or advertising review and approval.					
New Contract. Did the awarded supplier propose a new contract?  - If Yes, please attach a copy of the proposed supplier contract.					
Department Requestor:	Department:				
Business Unit:	Date completed:				