Completing a Requisition with a Waiver of Bid Request

NEW PROCESS effective 7/1/2022

Revised 1/23/2023
Effective 7/1/2022, the Waiver of Bid Request process in UD Exchange has changed.

Purchases that require a justification of waiver of bid are submitted via a Non-Catalog Requisition.

When submitting the Non-Catalog Requisition, you will need to select the Waiver of Bid Checkbox and attach the Waiver of Bid PDF form.
Waiver of Bid Request Form

• This form must be completed when a unit seeks to procure goods or services valued at $10,000 or greater and competition is restricted or limited and precludes the University from obtaining informal or formal bids, proposals, and quotes.

• The purpose of this form is to confirm that the requesting unit has taken the necessary steps and has provided documentation to demonstrate an appropriate justification for the requested procurement.

• Justification must be in accordance with University Procurement Policy (Legacy Policy 5-01) and applicable Federal, State and local laws, regulations, codes and ordinances.
Why did the UDX process change?

- The previous UDX Waiver of Bid Request form did not always include information needed by the supplier (e.g., part numbers).
- The previous form was challenging for change requests, especially when the purchase exceeded ten line items.
- The new process allows a purchaser the flexibility to add the Waiver of Bid Request form as an attachment to a Non-Catalog requisition at any time during approval workflow. This is beneficial for users that may not be aware that their purchase requires a waiver of bid justification when they initially submit their requisition, taking the guesswork out of which form to select.
The Waiver of Bid Request tile in the Catalog and Forms Showcase is *no longer required*.

The tile now links you to information about our new process.
Begin with **Shopping > Non-Catalog Item** and proceed as outlined in the **Preparing a Non-Catalog Requisition** help guide.

You can also start from the link in Quick Links!
When your cart is complete, check the Waiver of Bid box.
The required Waiver of Bid Request form you will need to attach to your requisition is available from the Quick Links section on the UD Exchange home page as well as the UD Exchange Resources page on the Procurement Services website.
Follow the instructions on the form.
Complete the required areas of the form and save the form to your computer.

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### PART III: SUPPORTING NARRATIVE

**SUPPORTING NARRATIVE.** Provide a written narrative explaining why the procurement of the requested goods or services cannot be obtained through either an informal or formal bid process. Attach additional sheets, if necessary. *Per Uniform Guidance, if the amount of this request is $250,000 or greater AND the Federal Funds are being used, a price or cost analysis must also be completed and attached. Examples of methods of providing this documentation include documenting a) cost analysis efforts; b) market research; c) screenshots, emails, and/or catalog prices; d) price information obtained from peer institutions who have purchased same or similar items; e) prices of similar items.*

Our contract with supplier is for painting these buildings but require power washing first. Because of the painting award we were given a steep discount for power washing and the painting work can stay on schedule.
Click **Add** to upload the saved form as an internal attachment to the requisition.
If you are a **Shopper** in UD Exchange, Click **Assign Cart** to submit your requisition to a Requester.

If you are a **Requester** in UD Exchange, you will have the option to complete additional information and click a **Place Order** button to submit your requisition or click **Assign Cart** to assign it to another Requester for review.
Questions:
• procurement@udel.edu

Resources:
• Procurement Services Website
• Preparing a Non-Catalog Request
• Submitting a Non-Catalog Request