Completing a Requisition with a Waiver of Bid Request

NEW PROCESS effective 7/1/2022
Effective 7/1/2022, the Waiver of Bid Request process is moving from the specialized Waiver of Bid form to a Non-Catalog Requisition with a checkbox indicating Waiver of Bid and attached PDF form.
Waiver of Bid Request

• The purpose of this 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 Procurement Policy (Legacy Policy 5-01) 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.
Why are we changing the process?

• The previous form does not always include information needed by the supplier (e.g., part numbers).
• The previous form is challenging for change requests, especially when exceeding ten line items.
• When a waiver of bid is necessary but the user submitted a non-catalog order, they have to start over with the form. The new process will allow for just an attachment to continue the requisition.
• Users have become accustomed to the non-catalog requisition and the new process simply builds on that knowledge.
The tile in the Shopping Showcase is no longer required. It will only link you to information about our new process.
Begin with **Shopping > Non-Catalog Item** and proceed as outlined in the “Preparing a Non-Catalog Requisition” guide.

You can also start from the link in Quick Links!
When your cart is complete, check the new Waiver of Bid box.
The PDF form is available from our website and from the Quick Links on the UD Exchange home page.
Follow the instructions on the form.
Complete the areas of the form required and save the form to your computer locally.
Add the saved form as an internal attachment to the requisition.
If you are a **Shopper** in UD Exchange, Click **Assign Cart** to submit your Waiver of Bid Request to a Requester.

If you are a **Requester** in UD Exchange, you will have the option to complete additional information and **Place Order** to submit your Waiver of Bid Request or click **Assign Cart** to submit it to another Requester for review.
Resources

[link: Procurement Services](procurement@udel.edu)

See also, “Preparing a Non Catalog Request” for Shoppers and
“Submitting a Non-Catalog Request” for Requesters