

<b>BEREA COLLEGE</b>  <b>Competitive Bid Waiver Processing</b>	Document No.	FIN017.B
	Effective Date	05/2007
	Revision Date	1/2009
	Pages	1-1
	Approval:	On File in Purchasing

## **1.0 Purpose**

This procedure describes steps to prepare and submit a competitive bid waiver, and the conditions (sole source or single source) under which a competitive bid waiver is warranted.

## **2.0 Definitions**

**Sole Source:** The use of one source when that source is the only available source possessing the ability to fulfill the purchaser's needs.

**Single Source:** The use of one source for a particular purchase in preference over other sources in a competitive marketplace. Justification for single source is generally emergency purchases.

## **3.0 Procedure**

- 3.1 Access the competitive bid waiver request from the Outlook Public Folders under Business and Finance or at <http://www.berea.edu/vpf/office-of-purchasing/>.
- 3.2 Complete ALL sections of the form, including requestor and department head signature.
- 3.3 Route to appropriate Vice President or President for signature if over \$10,000.
- 3.4 Submit to Purchasing Manager for approval prior to submitting purchase requisition.
- 3.5 Competitive Bid Waiver requests are NOT to be attached to check requests

## **4.0 Forms and Records**

- 4.1 Competitive Bid Waiver Request form

## **5.0 Related Documents**

- 5.1 Purchasing Policy