LONG ISLAND UNIVERSITY

BID WAIVER: CONTRACTS WORTH $25,000 OR LESS / APPROVAL PAGE

Office of Procurement and Sourcing Services

This form must be completed when a department seeks to waive the University's standard three proposal or competitive bidding requirements because circumstances fit the criteria enumerated below. **On completion, this form must be attached to (i) a Purchase Order requisition for the services and a completed Agreement for Services Contract and (ii) submitted to the Procurement and Sourcing Services.**

GENERAL INFORMATION REGARDING THE PARTY OFFERING THE PROPOSAL

Please Print Clearly

Name of Department _____ Dean/Director _____

Name of Contact person within Department _____

_____

SUMMARY OF TERMS

_____

Name of Vendor supplying the Professional Service

Please provide a brief description of services to be provided: _____

_____

_____

_____

_____

_____

_____

WAIVER REQUIREMENTS (**One of these boxes must be checked off**). FOR CONTRACTS WORTH BETWEEN $25,000 AND $50,000, THE DEPARTMENT MUST OBTAIN THREE PROPOSALS (NO EXCEPTIONS). CONTRACTS FOR GOODS OR SERVICES WORTH IN EXCESS OF $50,000 MUST BE BID IN ACCORDANCE WITH STANDARD COMPETITIVE BIDDING PROCEDURES (**NO EXCEPTIONS**).

- ❑ Was the vendor awarded a project in a competitive bidding process in the past twelve months and currently engaged under an LIU Agreement for Professional Services and has the necessary Certificate of Insurance rider on file. _____ (include PO number that supports previous bidding process.)
- ❑ This proposal fits the Sole Source requirements. After negotiation, only one vendor ("source") is able to respond to the request for quotes / bids, due to the unique or specialized nature of the good or services sought. (Sole Source Justification Form must be attached.)
- ❑ Other

REQUESTING PARTY

I have read this proposal entirely. I am satisfied with its description of the services to be provided to the University. This price includes all drawings needed in accordance with defined scope.

Name	Signature	Date

THIS CONTRACT HAS BEEN APPROVED BY:

Dean/Director (print name)	Signature	Date
Vice President/Provost (print name)	Signature	Date

THIS CONTRACT HAS BEEN APPROVED BY:

Director of Procurement and Sourcing Services	Signature	Date
Associate VP for Finance and Budget Director	Signature	Date