1. **POLICY.**
State of Wisconsin purchasing policy states the competitive bidding process is
the preferred method for purchasing supplies or services and is to be used in
every case unless it can be determined, and justified, that competitive bidding
is neither practical on a given procurement, nor in the best interest of the
University. A waiver of the bidding process may be requested on a case by
case basis by submitting a completed Non-Competitive Purchase Request form
with the requisition.

1.1 For transactions up to $24,999.99, UW-Extension/Colleges Purchasing
Services has authority to waive the competitive process.

1.2 For transactions $25,000.00 and above, Wisconsin law stipulates only the
Governor may waive the competitive process.

NOTE: When requesting a non-competitive purchase over $25,000.00,
additional information and justification may be required by UW-
Extension/Colleges Purchasing Services, UW System Administration, the State
Bureau of Procurement, or the Governor's staff may ask for additional
information during the process. Unless an emergency situation exists, a
Governor's waiver takes from 6 to 8 weeks to be approved or denied. Use the
competitive process whenever possible to minimize delays.

2. **CONTACTS.** If you have any questions regarding non-competitive purchase
requests or this policy, please contact Purchasing.

3. **USAGE.** Non-competitive purchases may be made when necessary and
appropriate. Generally, the criteria is that the item(s) or service(s) is not
available from any other source or that an emergency situation exists. Refer to
2.2.1 below.

**PROCEDURE FOR REQUESTING NON-COMPETITIVE PURCHASES**

1. **PREPARE THE REQUISITION:** Process a completed external requisition with
Non-Competitive Purchase Request form through normal approval channels to
Purchasing Services.

2. **PREPARE THE NON-COMPETITIVE PURCHASE REQUEST FORM** Check one or
more reasons for the request and provide justification for requesting a non-
competitive purchase. Supply sufficient detail so Purchasing Services has the
necessary information on file to justify the use of a waiver instead of
competitive bidding. Purchasing Services will approve or deny a waiver of
competitive bidding on a case by case basis.

2.1 **UNAVAILABLE FROM ANY OTHER SOURCE** List all contacts and efforts
made to verify the waiver. A minimum of 2 other contacts must be made. In
the case of supplies or equipment, particular attention should be given to the
manufacturer/dealer network. While a product may be made by only one
manufacturer, that same product may be distributed by several different
dealers. 2.1.1 Include the following for each contact:

- Contact's first and last name.
- Company Name.
- Telephone number, with area code.
- Date contacted.
- Relationship to item or service, i.e. dealer, manufacturer, broker, consultant.

2.1.2 Describe in detail the unique aspect or nature of the item(s) or service
that precludes bidding. Compatibility with existing as follows:

- Attachment must fit equipment/equipment must fit attachments.
- Must match existing item such as dye lots for carpeting, colors of painted surfaces.
- Unforeseen need for additional quantities of a specific integral component or material
  for an ongoing experiment. Use of an alternate may put the experiment at risk.
- Purchase of other manufacturer's supplies or accessories may void existing warranties.
- Purchase of product allows for interchangeability of parts and accessories.

2.2 EMERGENCY. Include an explanation of the situation. In most cases some
attempt at competitive bidding is feasible and appropriate.

2.2.1 An emergency purchase situation is one which threatens public health,
safety or welfare. ALL the following conditions exist: a) was unforeseen; calls
for immediate action; cannot be responded to using established procurement
methods; or b) exists as the result of proclamation by the governor.

2.2.2 Please note the following are not acceptable criteria for an emergency
non-competitive purchase: Expiration of funds; Administrative delay or
confusion in processing the necessary paperwork for purchasing approval,
including expiration of a previously received quotation.

Complete the blanks for required signatures, telephone numbers, dates, and
requisition number and attach the Non-Competitive Purchase Request Form to
the requisition.

NOTE: Supply sufficient detail to justify the use of a waiver instead of
competitive bidding. Failure to do so may result in delays while additional
information is obtained. Purchasing Services will determine the
appropriateness of waiving the bid process on a case by case basis.
NON-COMPETITIVE PURCHASE REQUEST FORM

NOTE: Supply sufficient detail to justify the use of a waiver instead of competitive bidding. Failure to do so may result in delays while additional information is obtained. Purchasing Services will determine the appropriateness of waiving the bid process on a case by case basis. Note: Purchases of a sole source nature exceeding $25,000 require a governor's waiver which takes 6-10 weeks for approval.

WE REQUEST THE ATTACHED REQUISITION BE PROCESSED AS A NON-COMPETITIVE PURCHASE. Check each applicable item and provide a detailed explanation below. Attach additional information as needed.

☐ UNAVAILABLE FROM ANY OTHER SOURCE. The product or service required is unavailable from any other source. (Explain below. Include all contacts made to verify the sole source situation.)

☐ EMERGENCY. The product or service required is due to an emergency situation which could not have been anticipated and critical need precludes any form of competition. (Explain below.)

☐ Other reason(s). (Explain below.)

Detail information to support above request:

Description:

Purpose:

Justification:

. ----------------------Attach additional sheets as needed----------------------

Required Signatures:

Requester ____________________________ Date ________________

Department Chairperson ____________________________ Date ________________

___________________________________

Above signature printed or typed

___________________________________

Above Signature printed or typed

___________________________________

Phone #

Dean or Director ____________________________ Date ________________

___________________________________

Requisition Number

Signature printed or typed