

Policy Change Log - November 2021

Major Edits

Major edits include anything that alters the purpose or effect of the document.

Title
1232 - Policy on Sole Source or Brand-Specific Purchases
1232.1 - Procedure for Justifying Sole Source or Brand-Specific Purchases
1232.1.1.f - Customer Request for a Brand/Vendor-Specific Waiver of Competition
<p>Current University policy requires the submission of a Waiver of Competition form and a separate memorandum on departmental letterhead stating the justification for the Sole Source/Brand Specific waiver. In an attempt to streamline this process, we are changing the form associated with this policy to include a 1,000 character justification block which will eliminate the need to submit a separate justification memo. In addition, the current policy only lists 9 reasons for Waiver of Competition while state policy and the Waiver of Competition form list 18 reasons. Policy is changed to reflect all 18 that are on the form.</p> <p>This policy change will reduce the number of documents required for submission with a Purchasing requisition by combining the Waiver of Competition and Sole Source Justification into a single form. This will ensure all Sole Source Justifications are reviewed and signed as part of the Waiver of Competition routing and will eliminate the need to place separate justification on Departmental letterhead and seek a separate signature.</p>