



Northern Illinois University

Small Purchase Waiver Form

Upload this form as an attachment, along with vendor quotes with Purchase Requisition created in the P2PO system (PeopleSoft).

Background and Instructions: Small Purchase Waiver Form, is an approved document for the Competition Requirements for Small Purchases of \$20,000 or more up to \$99,999.99. Any uncertainty regarding appropriate documentation for this purchase should be directed to the Procurement Services and Contract Management team.

Purpose: To ensure reasonable competition (pursuant to Section 4.2020 of the IL Administrative Rules) the University requires the submission of multiple quotes for requisitions that are considered a small purchase of \$20,000 or more up to \$99,999.99. In certain scenarios, the University may not be able to obtain multiple quotes from vendors that meet the needs of the University. In the event a requisition is submitted without multiple quotes, this Small Purchase Waiver Form must be submitted in lieu of multiple quotes.

Vendor Name:	
Requisition Number:	
Estimated Dollar Amount: \$	
Brief Description of Purchase:	

Check all that apply:

- Supply or service only available from single vendor (Exclusive).
- Brand name product not available from multiple vendors.
- Supply base not available that can meet the regional or geographic requirements for the product or service.
- Supply or service quoted by the lowest-quote vendor was not compatible with the needs of the University (Compatibility).
- Supply or services quoted was not able to be provided in the time required by the University. (Processing Time)
- Urgent need for the supply or service that does not allow time to obtain multiple quotes. Urgent need must be further justified to identify the urgency (Emergency).

Exemption listed in Competition Requirements for Small Purchases Greater Than or Equal to \$20,000 Policy <https://www.niu.edu/procurement/>

Provide supporting Exemption: _____

Exemption - Requirement competed under an active IPHEC or NIU: RFP, IFB, QBS, or Sole Source.

Other (please describe)

Provide additional qualifying information for your selections on page 1:

I understand that the information provided in this waiver is a truthful and accurate representation of the small purchase referenced.

- A new waiver must be completed for a new/subsequent purchase.
- It is in the best interest of the University to obtain multiple quotes.
- It is a shared responsibility to consider Business Enterprise Program (BEP) certified and Small Businesses when making a purchase. For more information visit www.sell2.illinois.gov.

Signature: _____

Date: _____

Name: _____

Title: _____

Email: _____

Phone: _____

Definitions:

Exclusive: Vendor is the only one capable of providing specified product or service (e.g. unique part for a device or maintenance).

Emergency or schedule requirement: Failure of a device/device part, unusable device/device part, and/or incompatible device/part required an immediate purchase to avoid loss of data, research results, programmatic delays or harm to program participants.

Processing time: Vendor turnaround time to produce the good or service facilitates research and programmatic timelines required under the award.

Compatibility: The item purchased must be integrated into an existing device, experiment or research effort, or instructional sequence.