

Small Purchase Waiver Form

Revised August 2025

# PURPOSE

To ensure fair, reasonable competition and pricing (pursuant to Section 4.2020 of the IL Administrative Rules and ILCS 500/) and compliance with the standards set forth in the Code of Federal Regulations (CFR) Title 2, Subtitle A, Chapter II, Part 200 (or “Uniform Guidance”), the university requires this form to be submitted when three vendor quotes are not feasible to obtain. One of the three vendor quotes should consider a Business Enterprise Program (BEP) vendor which can be located at the [CEI BEP Certified Vendor Portal](https://supplierdiversitymanagementportal.illinois.gov/home.aspx). Quotes are required for all transactions totaling $20,000 and not exceeding $100,000.

For **grant** related purchases (federal, state or local), please refer to Sponsored Program Administration guidelines [Purchasing Goods and Services For Sponsored Programs Policy](https://www.niu.edu/policies/policy-documents/purchasing-goods-services-sponsored-programs.shtml) and [Post-award Financial Purchasing](https://www.niu.edu/spa/awards/post-award-financial/purchasing.shtml)

# Instructions

This Small Purchase Waiver Form is an approved document for the Competition Requirements for Small Purchases totaling $20,000 and not exceeding $100,000. Any uncertainty regarding appropriate documentation for this purchase should be directed to the Procurement Services and Contract Management team. For grant-related purchases please, contact Sponsored Programs Administration.

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

**Step 1**: Complete the table below with the appropriate information.

|  |  |
| --- | --- |
| **Vendor Name:**  | Click or tap here to enter text. |
| **Requisition Number:** | Click or tap here to enter text. |
| **Estimated Dollar Amount: $** **Minimum Dollar: $20,000****Maximum Dollar: $100,000** | Click or tap here to enter text. |
| **Brief Description of Purchase:** | Click or tap here to enter text. |

**Step 2:** Check the appropriate box(es) below for which you are seeking a waiver.

**Check all that apply**:

[ ]  Supply or service is only available from single vendor (Exclusive definition below). Must provide supporting documentation. Click or tap here to enter text.

[ ]  Brand name products are not available from multiple vendors. Click or tap here to enter text.

[ ]  Supply base is not available that can meet the regional or geographic requirements for the product or service. Click or tap here to enter text.

[ ]  Supply or service quoted by the lowest-quote vendor was not selected. Must justify why the lowest quoted vendor was not selected. Click or tap here to enter text.

(For all purchases, including grant purchases, regional or geographic restrictions should not be imposed unless required by the award.)

[ ] Supply or services quoted were not able to be provided in the time required by the University. (Processing Time) Click or tap here to enter text.

[ ]  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 (Urgent). Click or tap here to enter text.

[ ]  Exemption listed in [Competition Requirements for Small Purchases Greater Than or Equal to $20,000 Policy](https://www.niu.edu/procurement) Provide supporting Exemption in accordance with Small Purchase Policy.

 **Note: For any grant related purchase, this section of exemptions does not apply to any purchase.**

[ ]  Exemption - Competitive vendor quotes are not required if the purchase being made utilizes an existing contract. For these contracts, vendor competition was obtained during the solicitation process.

Examples of Existing Contracts: ¬ Purchases utilizing an IPHEC (Illinois Public Higher Education Cooperative) contract; Purchases utilizing a State of Illinois master contract or NIU issued RFP, IFB, QBS, or Sole Source. [ ]  Other (please describe)

Provide additional qualifying information for your selections above:

Click or tap here to enter text.

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 each new purchase and/or change order purchase. Change order purchases should include the total dollar amount for both the original and increased change order amount.
* It is in the best interest of the University to obtain multiple quotes (or adequate documentation provided to justify why multiple quotes were not obtained).
* It is a shared responsibility to consider Business Enterprise Program (BEP) certified and Small Businesses when making a purchase. For more information visit [Certified Business Enterprise Program (BEP) Directory](https://supplierdiversitymanagementportal.illinois.gov/VendorDirectory.aspx) and [Small Business Set-Aside Program](https://ipg.illinois.gov/)

Signature: Click or tap here to enter text. Date: Click or tap to enter a date.

Name: Click or tap here to enter text. Title: Click or tap here to enter text.

Email: Click or tap here to enter text. Phone: Click or tap here to enter text.

# Definitions

**Exclusive:** The selected vendor is the only one capable of providing a specified product or service (e.g., unique part for a device or maintenance, a product or service that can only be purchased from one specific vendor due to trademark, manufacturing, distribution, or licensing rights. When using this designation, the vendor must demonstrate unique qualifications associated with their services or product.

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