

State Procurement Manual

DOA-3449 N(R06/94) Formerly AD-P-12

		Number PRO-C-10
		Effective 10-18-01
Section THE PROCUREMENT PROCESS	Agencies Affected ALL	Replaces 3-1-00
Title BID WAIVER JUSTIFICATION LETTER		Page 1 of 2

AUTHORITY: [Wis. Stats.](#) 16.71
16.72(4)(a)

SCOPE: - to establish a communication process for the waiver of bidding
- to identify key information included in justification letters

- CONTENT:
- I. Request for bid waivers require analysis at several steps between the originator and the point of final approval.
 - II. People who are analyzing a request are seeking certain information. The simpler it is for that information to be found, the more rapidly a request will move along the route of approval.
 - III. The justification letter provides for a summary of key information to be provided in a way that it can be most readily found, analyzed, and approved.
 - IV. Requests for Purchasing Approval/Authority (RPAs) that request waiver of bid action must be accompanied by a justification letter that includes:
 - A. A summary of the description of what the procurement consists of;
 - B. A clear statement for the need;
 - C. In the case of contracts for services, a justification as outlined in [PRO-I-4, Justification of Need](#); (A justification letter will be submitted to the file and maintained internally for procurements of services within the agency's delegated authority over \$25,000.)
 - D. Justification on why the procurement cannot be bid and why the competitive negotiation (request for proposal) process cannot be used, and why the noncompetitive negotiation (sole source) method is being recommended; and
 - E. Why it is cost effective to use the noncompetitive negotiation process and how the cost reflects market value.

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Authorized:



Director
State Bureau of Procurement

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- V. In the process of waiving bids, the State Bureau of Procurement uses background information supplied by the agency in making its decisions and documenting any request to the governor for approval of the waiver.
- VI. Ideally, the agency's request for waiver should reach the State Bureau of Procurement at least eight weeks before any procurement process is scheduled.
- VII. Authorization to proceed with the procurement for which a waiver of bid has been granted is done by issuance of an RPA contract number to the agency by the State Bureau of Procurement. No procurement action is to be taken prior to receipt of an RPA contract number by the agency requesting authority.

Authorized:



Director
State Bureau of Procurement