

# State Procurement Manual

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

		Number PRO-C-11
		Effective 5-8-02
Section THE PROCUREMENT PROCESS	Agencies Affected ALL	Replaces 4-1-98
Title GENERAL WAIVER		Page 1 of 3

AUTHORITY: [Wis. Stats.](#) 16.75(6)(a)(b)(d)(f)  
16.82(4)

SCOPE:

- to define general waiver
- to establish authority and procedure for the issuance of a general waiver
- to define conditions and restrictions governing the general waiver

DEFINITION: “General waiver” is a waiver submitted for approval to the State Bureau of Procurement to purchase similar materials or services on a recurring basis for a period not to exceed one year.

CONTENT:

- I. The agency should consolidate like transactions that will be required on a recurring basis, and submit a single Request for Purchasing Approval/Authority (RPA) (form [DOA-3046](#)) to the State Bureau of Procurement for review. A justification letter describing the process to be used for selecting contractors will accompany the RPA. For general waiver of bidding requests over \$25,000, the RPA will include signatures of the agency head, deputy, chancellor or vice chancellor; appropriate contracting authority/officer; and the staff person who researched and initiated the request.
- II. General waivers are issued when such action is justified and deemed to be in the best interests of the state.
- III. General waivers are issued for a period of one year. Individual contracts that run for more than one year will require annual approval from the governor.
- IV. For recurring general waivers, the agency will include in the justification letter the previous year’s total expenditure (with justification for any increase in this year’s request) and a breakdown of the total dollar amount by vendor. The agency will include all transactions entered into under the general waiver authority regardless of the dollar amount.

Authorized:



Director  
State Bureau of Procurement

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- V. The State Bureau of Procurement may issue a general waiver on specific materials or services, except:
- A. Stationery and printing will be purchased from the lowest responsible bidder without regard to the amount of the purchase, except when the Department of Administration exercises the discretion vested in it by s. 16.82(4), Wis. Stats.
  - B. Each transaction for temporary help which exceeds delegated authority will have prior approval by the State Bureau of Procurement. See [PRO-I-10](#), Contracts for Temporary Help.
  - C. Each transaction for legal services will have prior approval by the governor and the State Bureau of Procurement regardless of dollar amount. See [PRO-I-8](#), Legal Services.
  - D. Each transaction for acquisition of motor vehicles will have prior approval by the State Bureau of Procurement regardless of dollar amount. See [PRO-D-16](#), Procurement of Motor Vehicles.
- VI. General waivers may be modified by those conditions or restrictions the governor or State Bureau of Procurement deems appropriate.
- VII. Upon approval of a general waiver, the State Bureau of Procurement issues an RPA contract which authorizes the agency involved to enter into individual transactions under the conditions of the contract.
- VIII. When the cost of a general waiver is expected to be over \$25,000, the agency places a legal notice in the legal notices column of the official state newspaper once each week for a minimum of two weeks. See [PRO-C-6](#), Legal Notice.
- IX. Each individual or general waiver will be entered by the agency in a record which is open to public inspection. Also, the agency is responsible for maintaining records to ensure that the dollar amount and time frame of the general waiver are not exceeded.

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- X. General waivers are not renewable.
  
- XI. The policies and procedures of [PRO-C-9](#), Waiver of Bidding Process; [PRO-C-10](#), Bid Waiver Justification Letter; [PRO-D-28](#), Amendments to Requests for Purchasing Approval/Authority (RPAs); [PRO-E-7](#), Standard Terms and Conditions; and [PRO-I-9](#), Compliance with Collective Bargaining Agreements/Notification of Labor Organizations; also apply to general waivers.

Authorized:



Director  
State Bureau of Procurement