PROCESS CHANGE: New Exception to Bidding Policy Form

In an effort to streamline the procurement process the PSO is now launching the new Exception to Bidding Policy Form. This form replaces the old Suppler Justification Form (aka the Sole Source Justification Form). Unlike the old form which was required for all purchases over $5,000, the new form is only needed for commodities that require bidding and for those purchases where an exception to standard bidding policy is sought.

A list of commodities that do not require bidding can be found in Section 4.10 of the Procurement Services Manual. For these commodities, no bids or forms need to be attached to the requisition. However, the PSO does strongly encourage bidding on these commodities whenever possible even though it is not formally required.

For all other purchases over $5,000, either three (or more) competitive bids or the new Exception to Bidding Policy Form will be required in order to process the requisition.

We are excited about this change as it will significantly cut down on paperwork for you and make for a more fast and efficient process overall.

If you have any questions or concerns about the new Exception to Bidding Policy Form, contact Deb Kusse, Executive Director of Procurement, at dskpur@rit.edu or 475-3947.