

# Minnesota State University, Mankato

## Request for Exception to Board Purchasing Policy (Request to Bypass Competitive Bidding Requirements for Large Purchase)

### Section I. Basis for Request for Exception to Purchasing Policy

(Please indicate below the justifiable basis for this request for exception to purchasing policies)  
(All documentation in Section II must fully support each statement made in Section I.)

A.

<b>Justifiable Exceptions to Competitive Bidding (Rationale for Sole Source Purchase)</b>		✓ if Applicable
(Please Provide Detail in Section II.)		
1	<b>Funding source or granting agency specified a single vendor for purchase.</b>	
2	<b>Standardization Requirements (eg. Allows students to learn to use equipment or software that is the overwhelming and dominant type used in the business world)</b>	
3	<b>Unique Specialized Proprietary Goods or Services (eg. Specialized computer software not available from another vendor)</b>	
4	<b>Other</b>	

B.

<b>Justifiable Exceptions to Competitive Bidding (Emergency Purchase)</b>		✓ if Applicable
(Please Provide Detail in Section II.)		
1	<b>Documented threat to health, welfare, or safety of students, staff, or the general public</b>	
2	<b>Delay associated with competitive bidding process would cause a significant loss to the University.</b>	
3	<b>A failure to provide core services to University students or staff.</b>	
4	<b>Other</b>	
<b>Note: The urgency cannot be caused by department's own lack of planning.</b>		

C.

<b>Preapproved Exceptions to Competitive Bidding</b>		✓ if Applicable
1	<b>Service (1) available only from another governmental agency or public entity or (2) required by law to be provided by another governmental entity.</b>	
2	<b>Develop, design, and/or creation of original artwork</b>	
3	<b>Entertainers, lecturers, speakers, and honoraria</b>	
4	<b>Other</b>	

## Section 2. **Supporting Details for Exception Request**

(Please indicate below the justifiable basis for this request for exception to purchasing policies)  
(All documentation in Section II must fully support each statement made in Section I.)

- 1 **Describe the goods or services required to meet the minimum need:**
  
- 2 **What is the estimated total cost of these goods or services? (Attached vendor's written quote)**
  
- 3 **If this purchase is restricted to a single source, please identify the source by company name and address (Including Contact Person, Phone Number, Email Address and Website Address)**
  
- 4 **Is this requirement a result of an unsolicited proposal to provide services by the intended vendor?**  


 Yes, If Yes, provide a copy of the proposal  
No
  
- 5 **Why can this product or service be purchased only from the proposed vendor?**
  - A) Is the product or service proprietary to a single source or vendor?  
If yes, how was this determined?
  
  - B) In general, what is it about the product or service that requires it to be procured only from a single source?
  
  - C) Basis for Vendor Selection: Why is the vendor cited above uniquely qualified to provide the product or service needed?
  
- 6 **Describe any efforts to identify other sources to furnish the needed goods or services? If other sources were contacted, identify these sources, including names and related contact information, as well as the results of the contact. If no efforts were undertaken, state the reasons for not doing so.**
  
- 7 **When was the need for these goods or services first determined?**
  - A) When are the goods or services actually required (give nearest approximate start date)?
  
  - B) What will be the impact if the goods or services are not furnished by the state date, if any?

**8 What advanced planning was undertaken to identify the need for the goods or services?**

**9 Did an absence of advanced planning result in the restriction of the purchase to the single source in question # 2?**

**10 Price Reasonableness: In the absence of a competitive bidding process, how can you be assured that the price quoted by this single vendor is reasonable? Please address this below.**

I judge that the prices (or discounts), terms and conditions accepted on the above referenced request are reasonable and represent a good value to Minnesota State University, Mankato. My judgment is based on:

Comparison with Peer Institution Contract #

Cost/price analysis - Attach and include review and approval by an individual qualified to make judgment of reasonableness. Explain individual's qualification and basis for judging the cost/price analysis to be reasonable.

Negotiation with vendor. Explain:

Price is consistent with independent estimates developed within the University by a credible third party. (Attach documentation)

Qualified individual's knowledge of market: Explain what qualifies individual to make judgment of reasonableness and what is the individual's basis for judging this purchase reasonable.

**11 What steps are being taken to ensure that future acquisitions of these goods or services are made competitively? (If the need is a one-time purchase only, please state that no future similar purchases are anticipated.)**

**Section 3. Certifications**

The undersigned states that he/she has prepared and/or reviewed the above documentation and that the facts and data set forth complete and accurate to the best of the undersigned's knowledge and belief.

**CONFLICT OF INTEREST:**

The requestor certifies that to the requestor's knowledge, no elected or appointed official or employees of Minnesota State University, Mankato has benefited or will benefit financially or materially from this purchase award. The awarded contract may be terminated by the University if it is determined that gratuities of any kind from the vendor, its agents, or employees were either offered to or received by any of the aforementioned individuals at Minnesota State University, Mankato.

Requestor Name and Title (Please Print or Type)	Department Name	Phone # / Email Address
Signature of Requestor	Date	
Approval Signature of Dean, Director, Dept Head	Date	
Approval Signature of Vice President for Finance & Admin	Date	
Over \$100,000 - Approval of Office of The Chancellor	Date	

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