

MONTCLAIR STATE UNIVERSITY

Waiver of Advertising Request Form

This form is to be used to secure approval for Waiver of Advertising Contracts for the acquisition of General Goods and Services greater than the Public Bid Limit of \$119,800 or \$42,600 for Public Works; this includes all contracts over \$850,000, even if using a Cooperative Contract in accordance with Procurement Policies and Procedures. Submit this form along with all required documentation to Procurement Services.

Date:		
Requested by:		
Department and Telephone Number:		
Please identify the Waiver of Advertising Category being cited for this procurement. For a complete list of Waiver Categories, please see the List of Exemptions By Statute to Publicly Advertised Bids		
Waiver Category:		
Please submit the Waiver of Advertising Packet, which contains the following required forms.		
Award Type: New Contract ☐ Contract Increase ☐ Contract Renewal ☐		
(1) ☐ Waiver of Advertising Request Form (signed). (2) ☐ Summary, Description & Background of Procurement Process. (3) ☐ Scope of Work sent to potential Bidders. (4) ☐ List of Invited Firms. (5) ☐ All proposals received with pricing. (6) ☐ A detailed statement describing the reasons for selecting the proposed supplier. Include names and titles of the Evaluation Committee, if applicable. In addition, provide reasons for a bypass of a low bidder, if applicable. (7) ☐ The proposed supplier's signed acceptance of MSU's Standard Contract Terms & Conditions. <i>Note: Any adjustments prior to signature require legal review, and additional form requirements may apply.</i>	(8) ☐ Supplier Create Form (Please visit the Supplier Create page for the latest version), if not already in Workday. (9) ☐ W-9 Form, if not already in Workday. (10) ☐ Business Registration Certificate (BRC). (11) ☐ Chapter 51/Executive Order 117 Vendor Certification & Disclosure of Political Contributions Form. (12) ☐ Supplier's Affirmative Action Certificate. A completed AA302/201 form must be attached if they do not have one. (13) ☐ If applicable, a copy of the selected supplier's MBW, WBE, SBE, or Disabled Veterans' certification(s). (14) ☐ Montclair State University Data Protection Addendum / EUGDPR Standard Contractual Clauses, only applicable when a Software as a Service provider collects, stores, and/or processes personal data for EU.	
Supplier Selected:		
Contract Amount:	Start Date:	End Date:
Budget Information (required):		
Fund	Department	Account #

REQUESTOR APPROVALS

(To Be Completed and Obtained by Requestor Prior to Submitting to Procurement)

SIGNATURE: _____

Requester

Date _____

SIGNATURE: _____

Department Manager (if different from above)

Date

SIGNATURE: _____

Vice President /Dean for Requesting Department

Date _____

SIGNATURE: _____

Vice President for University Facilities (if applicable)

Date

SIGNATURE: _____

Vice President for Information Technology (if applicable)**Date**

SIGNATURE: _____

AVP of Budget & Planning

Date _____

(for All Procurements \$200,000 or greater)

SIGNATURE: _____

University Provost

Date _____

(For Academic Affairs Procurements \$200,000 or greater)

PROCUREMENT SERVICES APPROVALS

(To Be Completed and Obtained by Procurement Services)

Request/Explanation has been reviewed and complies with NJ State and University Policies & Regulations.

Waiver Category:

Assistant Vice President of Procurement

Date _____

Vice President for Finance
(approval up to < \$200,000)

Date _____

Chief Operating Officer and Senior Vice President
(\$200,000 to < \$500,000)

Date _____

President
(\$500,000 to < \$850,000)

Date _____

≥\$850,000 requires Board of Trustees approval (presented to BOT through President's Office)

**** Administration of Board of Trustees approved contracts is the responsibility of the requesting department's Manager and Vice President ****