

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 \$110,900 or \$39,400 for Prevailing Wage Services; this includes all contracts over \$500,000, 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.						
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Award Type:</td> <td style="width: 33%;">New Contract <input type="checkbox"/></td> <td style="width: 33%;">Contract Increase <input type="checkbox"/></td> <td style="width: 33%;">Contract Renewal <input type="checkbox"/></td> </tr> </table>			Award Type:	New Contract <input type="checkbox"/>	Contract Increase <input type="checkbox"/>	Contract Renewal <input type="checkbox"/>
Award Type:	New Contract <input type="checkbox"/>	Contract Increase <input type="checkbox"/>	Contract Renewal <input type="checkbox"/>			
<p>(1) <input type="checkbox"/> Waiver of Advertising Request Form (signed).</p> <p>(2) <input type="checkbox"/> Summary, Description & Background of Procurement Process.</p> <p>(3) <input type="checkbox"/> Scope of Work sent to potential Bidders.</p> <p>(4) <input type="checkbox"/> List of Invited Firms.</p> <p>(5) <input type="checkbox"/> All proposals received with pricing.</p> <p>(6) <input type="checkbox"/> 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.</p> <p>(7) <input type="checkbox"/> 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></p>	<p>(8) <input type="checkbox"/> Supplier Create Form (Please visit the Supplier Create page for the latest version), if not already in Workday.</p> <p>(9) <input type="checkbox"/> W-9 Form, if not already in Workday.</p> <p>(10) <input type="checkbox"/> Business Registration Certificate (BRC).</p> <p>(11) <input type="checkbox"/> Chapter 51/Executive Order 117 Vendor Certification & Disclosure of Political Contributions Form.</p> <p>(12) <input type="checkbox"/> Supplier's Affirmative Action Certificate. A completed AA302/201 form must be attached if they do not have one.</p> <p>(13) <input type="checkbox"/> If applicable, a copy of the selected supplier's MBW, WBE, SBE, or Disabled Veterans' certification(s).</p> <p>(14) <input type="checkbox"/> 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.</p>					
Supplier Selected:						
Contract Amount:	Start Date:	End Date:				
Budget Information (required):						
Fund	Department	Account #				

MONTCLAIR STATE UNIVERSITY

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 (for All Procurements \$200,000 or greater)	Date
SIGNATURE: _____	_____
University Provost (For Academic Affairs Procurements \$200,000 or greater)	Date

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
≥\$500,000 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 ****