



Subject Area

Request for Procurement Exception to Purchasing Policy for Preferred Suppliers

Introduction:

All purchases, to the extent available, should be purchased from Preferred Suppliers for the covered goods and services that have been addressed by the RFP. In the rare event that a good or service requirement cannot be met by a Preferred Supplier, an exception is to be requested. All exception requests will be reviewed by the Planning Units Chief Financial Administrative Officer (CFAO).

We have created a Request for Procurement Exception form for communicating and documenting your request with the CFAO. Although the Procurement Exception form is not required, it is highly recommended that the planning unit use the Exception Form to document the need and reasons for the approved exception. Only the CFAO has the authority to grant or deny the exception. The Primary reasons for a procurement exception are found on the form.

Exception Reason	
<input type="checkbox"/> Sole Source -goods or services are <u>only</u> available through one provider. This does not infer preference but that there are literally no other providers that can produce the product to deliver the service. Documentation to this effect must accompany this Request for Procurement Exception.	<input type="checkbox"/> Material Price Difference - greater than \$1000 for a single supplier on a single requisition.
<input type="checkbox"/> Compatibility With Existing Equipment -describe the equipment and circumstances below:	<input type="checkbox"/> Unique Expertise or Situation
<input type="checkbox"/> Emergency -applies to emergency situations only. Describe below:	

Each planning unit has defined its process for seeking an exception. Processes are listed for your guidance, any questions should be directed to the planning unit CFAO.

Link: <https://webcms.ohio.edu/finance/purchasing/affordability-and-efficiency-planning-unit-exception-processes>.

PLANNING UNIT	CONTACT	EXCEPTION PROCESS
COLLEGE OF ARTS AND SCIENCES	CFAO	PROCESS [PDF]
COLLEGE OF BUSINESS	CFAO	PROCESS [PDF]
COLLEGE OF FINE ARTS	CFAO	CONTACT CFAO
COLLEGE OF HEALTH SCIENCE AND PROFESSIONS	CFAO	CONTACT CFAO

Process steps to determining if an exception is required

Step 1: Is the required item covered by a Preferred Supplier Contract?

Review the covered goods and services for preferred supplier listing. The listing includes a detailed description of the goods or services to help the campus buyer understand if what they want to purchase is required to be purchased from a preferred supplier. If the item you require does not fall within any of the covered goods or services on the listing, then normal purchasing policy and procedures apply.

Step 2: Is what I need available from a Preferred Supplier?

If what you require is part of the covered goods and services, search the Preferred Supplier List to identify which preferred supplier can provide the required item. Search Catalogs in BobcatBUY (BCB) if available. Be sure to search directly within the punch-out catalog, using the shop everything box in BCB will give you unreliable results as not all of the suppliers can support this level of search functionality.

If you cannot find what you are looking for from the preferred supplier, inquire with the preferred supplier account manager. The account manager's contact information is found on the Preferred Supplier list under additional information. Often the account manager can find the item you are looking for or suggest a comparable item.

You may also request help from Purchasing to engage the Account Manager or suggest an alternate preferred supplier to inquire about your item.

Step 3: I can't find what I need from a preferred supplier, now what?

If after a reasonable research, you are unable to find your desired item from a preferred supplier, or it is not available at the required time, or an acceptable alternative cannot be found, you should follow this guidance:

- If purchase amount is over \$50,000, you should request RFP/RFQ from Purchasing at purchasing@ohio.edu.
- If Purchase amount is under \$50,000, submit requisition in BCB and complete the compliance questions to request procurement exception. The requisition and justification will be reviewed by the Planning Unit CFAO. If CFAO denies request, return to Step 2 to look for an alternative item from the Preferred Supplier. If CFAO approves the exception, the requisition will be processed by Purchasing and a PO will be created. You should follow your Planning Unit's exception process to provide the documentation to support the justification for your exception request.

Links and Forms used in process:

1. <https://www.ohio.edu/finance/purchasing/affordability-and-efficiency>
2. <https://www.ohio.edu/finance/purchasing/preferred-suppliers>
3. <https://www.ohio.edu/finance/forms>
4. <https://sciwm-sso.ohio.edu/sciquest/index.jsp>