Independent Chief Procurement Office Higher Education

BEP Goal Waiver Request Form

Section 1: General Information

University

Project Title: _____   Bulletin Reference Number: _____

University Name: _____   University Point of Contact (POC): _____

Univ. POC Email: _____   University POC Phone Number: _____

Vendor

Vendor Name: _____   Vendor Point of Contact (POC): _____

Vendor City: _____   Vendor State: _____

Section 2: Waiver Information

☐ Initial Award (Complete "Initial Award" Subsection 2.1 below and then skip to Section 3)

☐ Renewal* (Skip "Initial Award" Subsection 2.1 below, and proceed to "Renewal" Subsection 2.2)

* No vendor shall be eligible for renewal of a contract when that vendor has failed to meet the goals agreed to in the vendor's utilization plan unless the public institution of higher education has determined that the vendor made good faith efforts toward meeting the contract goals and has issued a waiver or that vendor is otherwise excused from compliance by the chief procurement officer in consultation with the public institution of higher education. The form and content of the waiver shall be prescribed by each chief procurement officer who shall maintain on his or her official website a database of waivers granted under this Section with respect to contracts under his or her jurisdiction (30 ILCS 500/20-60(f)).

Subsection 2.1: Initial Award (complete only if "Initial Award" is selected in Section 2 above - otherwise, skip to Subsection 2.2)

Initial Term Start Date: _____   Initial Term End Date: _____

Initial Term Amount: _____   BEP Goal % on Original Solicitation: _____

BEP Goal % on Initial Award: _____ $ Amount of BEP Goal on Initial Award: _____

Brief description of goods/services to be provided. Attach additional documentation if necessary.

_____

Provide a justification for waiver of the BEP goal. Attach additional documentation if necessary.

_____

☐ Vendor requests a BEP waiver, in its entirety, to the aspirational goal identified in this solicitation, but has made a Good Faith Effort towards meeting the goal. Vendor's Utilization Plan is being included as supporting documentation.

☐ Vendor cannot fully meet the established BEP goal for this solicitation, but has made a Good Faith Effort toward meeting the goal and requested a waiver or reduction of the goal to _____ % based on the completed Good Faith Effort. Vendor's completed Utilization Plan is being included as supporting documentation.

Section 2.2: Renewal (Complete only if "Renewal" is selected in Section 2 above - otherwise, skip to Section 3)

Provide the following information for the initial term for this procurement as well as the information for the renewal for which this BEP Waiver is being requested:

Initial

Initial Term Start Date: _____ Initial Term End Date: _____

Initial Term Amount: _____ BEP Goal % on Original Solicitation: _____

BEP Goal % on Initial Award: _____ $ Amount of BEP Goal on Initial Award: _____

Renewal

Renewal # _____ of _____ Renewal Term Start Date: _____ Renewal Term End Date: _____

Prior BEP Waivers Granted for this Procurement? ☐ Yes ☐ No

If this waiver is granted, the revised BEP Goal will be: _____ Total Renewal Amount: _____

Provide a justification for waiver of the BEP goal. Attach additional documentation if necessary.

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Provide a brief description of the goods/services to be provided. Attach additional documentation if necessary.

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☐ Vendor has not met its BEP goal commitment, in its entirety, but has made a Good Faith Effort towards meeting the goal and has requested a waiver.

☐ Vendor has not fully met its BEP goal commitment, but has made a Good Faith Effort towards meeting the goal and has requested a waiver or reduction of the goal to _____ % based on its Good Faith Effort.

Section 3: Approval

University

I attest that I have reviewed the contents of this BEP Waiver Form and know and understand its contents. I further attest that the statements contained in this Form are true and correct.

_____   _____   _____
University President or Director of Purchasing (or   University President or Director of Purchasing (or   Date
equivalent position) Signature   equivalent position) Printed Name

Chief Procurement Officer   (*Applies ONLY when "Renewal" is selected in Section 2 above*)

☐   I concur.

☐   I do not concur.

Comments: _____

_____   _____   _____
Chief Procurement Officer Signature   Chief Procurement Officer Printed Name   Date Field

Chief Procurement Officer for Higher Education
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