

Oracle: The Sub-Contractor Bid Waiver Form

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Document Revision History

Date	Version	Description
04/13/2018	0.1	Draft
08/23/2018	1.0	Publish
08/12/2019	2.0	Updated screenshots & verbiage
04/27/2020	2.1	Reviewed for compliance

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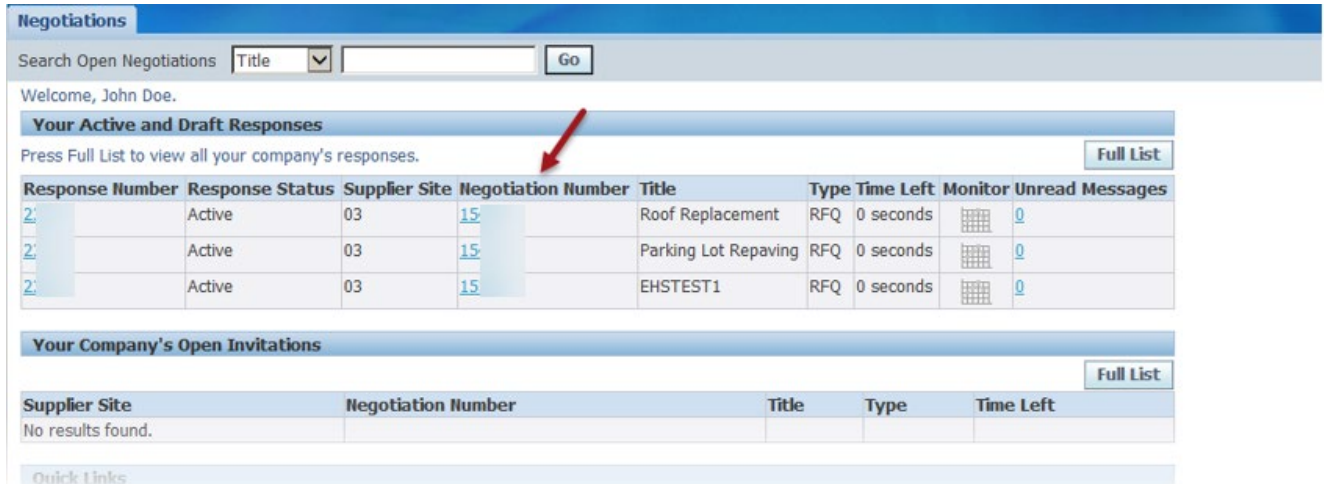
Overview

A Subcontractor Bid Waiver form is required for any awards over \$25,000 a supplier decides to contract to another entity. This is completed by a supplier and submitted to the buyer for review and approval.

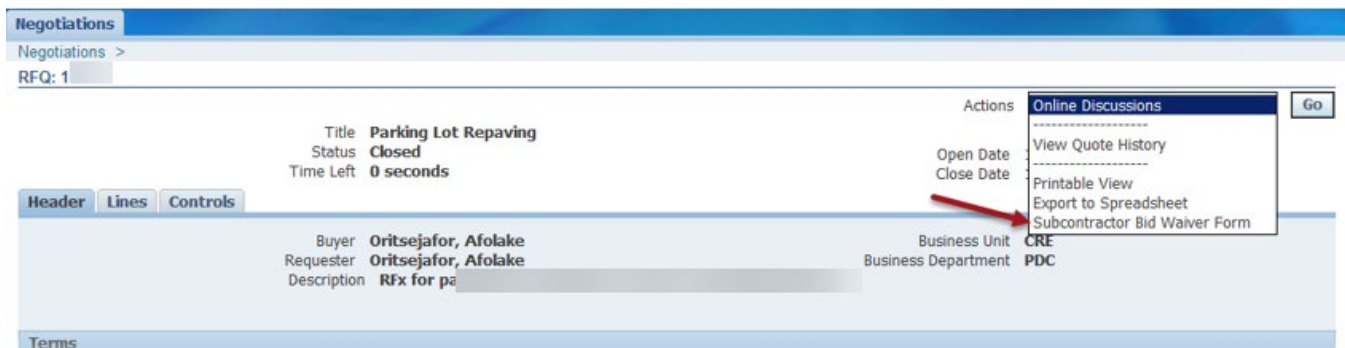
This document covers how to access and complete the subcontractor bid waiver form.

Generate a Subcontractor Bid Waiver Form

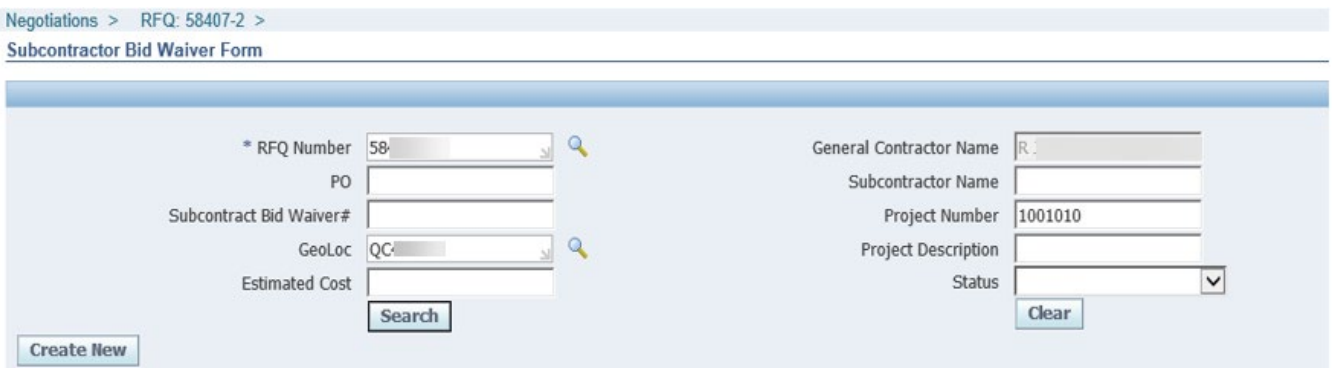
- From the Negotiations Page, click on the negotiation number associated with the RFx you intend to sub-contract.



- Select **Subcontractor Bid Waiver Form** from the **Actions** dropdown list on the page that appears. Click **Go**.



- The **Subcontractor Bid Waiver Request Form** screen appears. If the Geoloc field is blank, click on the magnifying glass alongside it. The **Search and Select: Geoloc** window appears. Leave the field provided blank and click **Go**. Click in the checkbox alongside the desired location > **Select**. You'll be returned to the form.



- 4. Click **Create New**. A form appears in the lower half of the screen.
- 5. List the **Subcontractor Name** and **Estimated Cost** of the job you'll be subcontracting.
- 6. Select at least one reason for subcontracting. Justify the need in the **Description** box provided.

The screenshot shows the Oracle Subcontractor Bid Waiver form. At the top, there are search filters for 'ESTIMATED COST' and 'STATUS' with a 'Search' button and a 'Clear' button. Below this is a 'Create New' button. The form contains the following fields and values:

RFQ Number	58	General Contractor Name	R
PO		* Subcontractor Name	Ol
Subcontract Bid Waiver#	1	Project Number	1001010
* GeoLoc	QC	Project Description	
* Estimated Cost	45000	Status	INCOMPLETE

Justification for Sub Contractor Bid Waiver

AT&T Directive Emergency Work Augmentation of Existing System - Proprietary Equipment Bid Market too small Schedule Driven
 Others

Provide Detailed Description (expanding on justification above) including:

- Scope of work to be awarded
- Reason(s) for recommendation to waive the competitive bidding process
- Why this contractor is recommended

* Description: Subcontracting the electrical work to ensure requested timeline is met.

Buttons at the bottom: Save, Cancel SubContract Bid Waiver, Submit for Approval, Close.

- 7. Once done, click **Save > Submit for Approval**. The status of the form will change to 'In Process' and all fields in the lower half of the screen will be read-only. Click **Close** to close the form.

The screenshot shows the Oracle Subcontractor Bid Waiver form after the 'Submit for Approval' action. The status has changed to 'IN PROCESS', indicated by an orange arrow. The form is now read-only. The fields and values are:

RFQ Number	58	General Contractor Name	R
PO		* Subcontractor Name	Ol
Subcontract Bid Waiver#	1	Project Number	1001010
* GeoLoc	QC	Project Description	
* Estimated Cost	45000	Status	IN PROCESS

Justification for Sub Contractor Bid Waiver

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- Scope of work to be awarded
- Reason(s) for recommendation to waive the competitive bidding process
- Why this contractor is recommended

* Description: Subcontracting the electrical work to ensure requested timeline is met.

Buttons at the bottom: Save, Cancel SubContract Bid Waiver, Submit for Approval, Close.

Access a Prepared Subcontractor Bid Waiver Form

To access a subcontractor bid waiver form already generated for an RFx,

1. From the Negotiations Page, click on the negotiation number associated with the RFx.
2. Select **Subcontractor Bid Waiver Form** from the **Actions** dropdown list on the page that appears. Click **Go**.
3. The **Subcontractor Bid Waiver Request Form** screen appears. The RFx Number will be populated on your behalf. Click **Search**.

All subcontractor forms your company has generated will be displayed. The status and dollar amount of each request will also be displayed.

Select Subcontractor Name	Subcontract Bid Waiver#	PO#	GC Name	GeoLoc	Amount	Status
<input type="radio"/> Wz	1		AE	Q1	45000	IN PROCESS

4. To view the full details of a form, click within the checkbox to the left of the form. The details will appear in the lower half of the screen.