

Exception Request CSI Furniture

Procuring Agency:

Date:

Furniture Item to be provided:

Description:

Funding: (Indicate Percentage)

Federal	%	Estimated Dollar Amount of	
State	%	Contract or Purchase Order:	\$

Reason For Exception Request

1. CSI Product – Greater Cost
CSI offers product of equal quality and materials at a greater cost. (Only need quote documentation)
2. CSI Product – Does not meet agency need
CSI product will not meet the reasonable requirements of the agency
3. CSI **Does Not** offer the product requested

Is the Vendor that the procuring agency is requesting to purchase from on a State Contract?

Yes No

(If yes, identify contract number and vendor.

Contract #:

Vendor:

Attachments:

1. Vendor Quote
2. CSI Review and Acknowledgement
(Email Correspondence Accepted)

Procuring Agency Additional Comments

By signing below, the procuring agency is asserting that the information on this page and on any accompanying material, including the information provided on the justification form is complete and accurate to the best of the procuring agency's knowledge. The procuring agency is solely responsible for the information provided to the Materiel Division and understands and acknowledges that the Materiel Division will rely on this information to consider/process this request.

Signature of Procuring Agency

Title:

TO BE COMPLETED BY CSI REPRESENTATIVE

CSI Comments:

CSI Representative

Date:

**Procuring Agency can attach email documentation to this request showing that an attempt for review was submitted to CSI.
After 3 business days this form can be submitted to DAS – Materiel Division for review and decision*
(Email correspondence can be sent to DCS.CSIExceptionRequest@Nebraska.gov)*

MATERIEL DIVISION USE ONLY BELOW

SPB Comments:

DAS Director Signature or Designee _____

Date:

Exception Approved

Exception Denied