

**Exception Request
Otherwise Competitively Bid**

Procuring Agency:

Date:

Vendor:

What is to be provided?

Personal Property/Good Service

Description:

Does the personal property/good or service contain IT?

Yes No

Procuring agency certifies that contract has been competitively bid by one of the following:

1. Cooperative - NASPO
2. Cooperative - Sourcewell
3. Cooperative - Omnia
4. Cooperative - Other Entity:
5. Other State or Political
Subdivision of Another State:

Funding: (Indicate Percentage)

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

Attachments:

1. Lead Entity Master Agreement or Contract
2. Pre-Agreement Outcome Tool (Requests > \$400,000.00)*
*Services Only
3. Scope of Work (SOW) (If Applicable)*

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: