

Exception Request Statewide Contract Exception

Procuring Agency:

Date:

Identify vendor procuring agency is seeking to purchase from:

Vendor:

Identify statewide contract the procuring agency is seeking an exception from:

Contract #:

Contracted Vendor:

Reason for exception request:

1. Renew/extend existing procuring agency specific contract #
2. Solicit a new contract/purchase order for personal property/goods or services

Type of Award Requested:

1. Contract
2. One Time Purchase

Funding: (Indicate Percentage)

Federal	%
State	%

Estimated Dollar Amount of
Contract or Purchase Order: \$

Attachments:

1. Copy of Proposed Contract or Quote
 2. Proof of Need (Requests > \$15,000,000.00)*
 3. Pre-Agreement Outcome Tool (Requests > \$500,000.00)*
- *Services Only

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:

Explain why the State is better served by allowing procuring agency to solicit, or renew/extend an existing procuring agency specific contract, for goods/services despite existence of a statewide contract for these same goods and services:

MATERIEL DIVISION USE ONLY BELOW

DAS Director Signature or Designee _____

Date:

Exception Approved

Exception Denied