

**EXCEPTION REQUEST
ALTERNATIVE BID PROCESS**

Procuring Agency:

Date:

Division (*if applicable*):

Requisition No.:

Good or Service to be Provided:

Identify the formal competitive bidding process from the SPB's Procurement Manual or Policies that the procuring agency asserts is not appropriate for this procurement. Name the policy and specific provision by paragraph number.

Identify proposed alternative process:

Why is proposed alternative competitive bidding process more appropriate under the circumstances and explain how a standardized, open, and fair process will be maintained with proposed alternative competitive bidding process.

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By signing below, the procuring agency certifies the information provided 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 Department of Administrative Services – Materiel Division. The procuring agency further understands that approval or denial of the request is based on the sole reliance of the information and process as represented by the procuring agency.

Approved alternative competitive bidding process is applicable to this procurement only.

Procuring Agency Director or Designee

Signature:

Title:

DEPARTMENT OF ADMINISTRATIVE SERVICES USE ONLY

Alternative Process Approved

Alternative Process Denied

Director of Administrative Services (or Designee)

Comments (if applicable):