

Exception Request Alternative Bid Process

Procuring Agency:

Date:

What is to be provided?

Personal Property/Good Service

Description:

Does the personal property/good or service contain IT?

Yes No

Who will be leading the formal competitive bidding process?

State Purchasing Bureau (O5) Procuring Agency (O3)

Funding: (Indicate Percentage)

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

Attachments:

1. Pre-Agreement Outcome Tool (Requests > \$400,000.00)* *Services Only

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.

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.

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

Signature of Procuring Agency:

Title:

MATERIEL DIVISION USE ONLY BELOW

DAS Director Signature or Designee _____

Date:

Exception Approved

Exception Denied