

Procurement Exception/Deviation Form

Agency:

Date:

Requisition Number:

Good or Service To Be Provided:

Reason for Exception/Deviation:

1. Sole Source – Sole availability at location
2. Sole Source – Uniqueness of service
3. Restrictive – (Competitively bid but restricted to particular brand)
4. Emergency
5. Competitively Bid - Under 15 calendar days
6. Other Circumstances

Funding: (Indicate Percentage)

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

Attachments:

1. Completed Justification
2. Copy of Contract*
3. Proof of Need (Contracts > \$15,000,000.00)

*Sole Source: Proposed Contract

*Emergency: Executed Contract

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 the documentation.

EMERGENCIES: This form and the executed contract must be signed by the agency director or his or her designee.

Signature of Procuring Agency

Title:

1) Explain why the procurement cannot be competitively bid (N/A to Restrictive Bids).

Sole Source Service Note: The agency must describe how the contractor is clearly and justifiably the only practicable source to provide the service based on either uniqueness of the service or sole availability at the location required.

2) What other options were researched?

3) Why will other options (if any), such as those listed in 2, not meet the agency's need?

4) Can the agency expand or be flexible with its requirements to expand competition? If no, why not?

5) What are the agency's plans for the next time the agency needs to procure the goods or services?

**MATERIEL DIVISION USE ONLY BELOW
(non-emergencies)**

Exception Approved

Exception Denied

Comments (if applicable):

Materiel Administrator Signature