



ADMINISTRATION  
& INFORMATION

# GENERAL SERVICES DIVISION

Mark Gordon, Governor | Patricia L. Bach, Interim Director | Rich Merrill, Administrator

## Agency Bid Exception Approval (BEA) Request Purchases for Items and Services Exceeding \$7,500.00

**Date of Request:** \_\_\_\_\_

**Requesting Agency:** \_\_\_\_\_

**Agency Authorization Name:** \_\_\_\_\_

**Agency Authorization Email:** \_\_\_\_\_

**Vendor Name (must match WOLFS or Contract):** \_\_\_\_\_

**Amount of Request: \$** \_\_\_\_\_

**Anticipated Term or One-Time Purchase:** \_\_\_\_\_

**New Contract, Amendment/Change Order, or Product:** \_\_\_\_\_

**OCIO Approval (if applicable):** \_\_\_\_\_

**Purpose:**

**Justification:** *Questions to consider: Why was this vendor chosen? Explain the type of competitive process used (i.e. obtaining quotes, research for available vendor, etc.). If a competitive process was not used, why has the agency determined the bid process is not feasible? If the agency considers this a "sole source", what research was done to determine no other vendor could provide this item or service? If this is an amendment or change order, explain what is changing (money, time, contractor's responsibilities, etc.).*

**Continued Justification:**