



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: