**Instructions:** State Agencies requesting a Procurement Exception must complete this form and submit it to NCDIT for approval through the NC eProcurement Sourcing Tool.

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| **Basic Information** |
| Date: | Click or tap here to enter text. |
| Agency: | Click or tap here to enter text. |
| Division: | Click or tap here to enter text. |
| **Contacts** |
|  | Name | Email Address |
| Business Owner: | Click or tap here to enter text. | Click or tap here to enter text. |
| Procurement: | Click or tap here to enter text. | Click or tap here to enter text. |
| **Summary** |
| Description: | Click or tap here to enter text. |
| Procurement Exception Category: | [ ]  Contract Beyond Three (3) Years[ ]  Brand Specific Waiver of Competition[ ]  Sole Source Waiver of Competition[ ]  Cooperative Agreement / Use of Another Agency Contract |
| Is this an IT Project? | [ ]  Yes [ ]  No |
| If Yes, enter IT Project Number from Touchdown: | Click or tap here to enter text. |
| **Contract** |
| Renewal: | [ ]  Yes [ ]  No |
| Expired: | [ ]  Yes [ ]  No |
| If expired, enter Expiration Date: | Click or tap here to enter text. |
| Original Date: | Click or tap here to enter text. |
| Current Term Start Date: | Click or tap here to enter text. |
| Current Term End Date: | Click or tap here to enter text. |
| Requested Term Start Date: | Click or tap here to enter text. |
| Requested Term End Date: | Click or tap here to enter text. |
| Estimated Cost: | $Click or tap here to enter text. [ ]  Purchase [ ]  Lease |
| Ariba Buyer Purchase Requisition Number: | Click or tap here to enter text. |
| Statewide IT Procurement Office Tracking # (if Amendment): | Click or tap here to enter text. |
| **Attachments** |
| Attachment Type:  | [ ]  Draft\* Solicitation [ ]  IFB [ ]  RFQ [ ]  RFP[ ]  Vendor Statement that they are the Sole Source[ ]  Draft\* Amendment[ ]  Waiver Justification Documentation and Documents[ ]  Click or tap here to enter text.[ ]  Click or tap here to enter text.\*Draft = Editable MS Word Electronic Versions |

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| **Exception Category:** | **Contract Beyond Three (3) Years** |
| Authority: | [09 NCAC 06B.0301(d)(5)](http://reports.oah.state.nc.us/ncac/title%2009%20-%20governor%20and%20lt.%20governor/chapter%2006%20-%20office%20of%20information%20and%20technology%20services/subchapter%20b/09%20ncac%2006b%20.0301.pdf) |
| **Justification**Your justification must explain why the contract term must be longer than three (3) years and what benefits the State would receive or gain. |
| Our Agency has reviewed the applicable authority and demonstrates the following in support of this request.  |
| Click or tap here to enter text. |

Attachments

[ ]  Click or tap here to enter text.

[ ]  Click or tap here to enter text.

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| **Exception Category**  | **Waiver of Competition – Brand Specific or Sole Source** |
| Authority: | [09 NCAC 06B.0901](http://reports.oah.state.nc.us/ncac/title%2009%20-%20governor%20and%20lt.%20governor/chapter%2006%20-%20office%20of%20information%20and%20technology%20services/subchapter%20b/09%20ncac%2006b%20.0901.pdf) |
| Condition:**Note: This is only a partial list. Please see 09 NCAC .06B.901 for the complete list.** | [ ]  a needed product or service is available from only one source of supply[ ]  standardization or compatibility is the overriding consideration[ ]  additional products or services are needed to complete an ongoing job or task[ ]  a particular product or service is desired for educational, training, experimental, developmental or research work[ ]  personal or particular professional services are requiredOther Applicable Waiver Condition (enter below):[ ]  Click or tap here to enter text.[ ]  Click or tap here to enter text. |
| **Justification**Your justification must explain why the product or service is the only one able to meet the requirements of the user and must conclusively support the determination that no other product or service can fulfill the user needs. |
| Our Agency has reviewed the applicable authority and demonstrates the following in support of this request.  |
| Click or tap here to enter text. |

Attachments

[ ]  Click or tap here to enter text.

[ ]  Click or tap here to enter text.

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| **Exception Category:** | **Cooperative Agreement / Use of Another Agency Contract** |
| Authority: | [09 NCAC 06B.1006](http://reports.oah.state.nc.us/ncac/title%2009%20-%20governor%20and%20lt.%20governor/chapter%2006%20-%20office%20of%20information%20and%20technology%20services/subchapter%20b/09%20ncac%2006b%20.1006.pdf) |
| **Cooperative Agreement Information or Contract Information** |
| Name of Agency that “owns” this Agreement or Contract: | Click or tap here to enter text. |
| Name of Agreement or Contract: | Click or tap here to enter text. |
| Current Term Start Date: | Click or tap here to enter text. |
| Current Term End Date: | Click or tap here to enter text. |
| Statewide IT Procurement Office Tracking # (if applicable): | Click or tap here to enter text. |
| **Justification**Your justification must explain why you want to use this contract and provide documentation that the State contract holder AND the contract Vendor both agree to let you use this contract. |
| Our Agency has reviewed the applicable authority and demonstrates the following in support of this request.  |
| Click or tap here to enter text. |

Attachments

[ ]  Click or tap here to enter text.

[ ]  Click or tap here to enter text.