

**MEMORANDUM**

**TO: Kristin L. Clouser, Secretary, Agency of Administration**

**FROM:**

**DATE:**

 **SUBJECT: Administrative Bulletin 3.5 Waiver Request**

For all waiver memos that are seeking to waive a provision of Bulletin 3.5, please ensure that this waiver request includes the following information, by section:

Waiver Type:

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|  **[IF APPLICABLE]**  **VENDOR:**       | **CONTRACT #:**       |
|  **ESTIMATED CONTRACT AMOUNT:**  $       | **SUGGESTED CONTRACT TERM****START DATE:**       **END DATE:**       |

**Describe the waiver request**

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| Provide a succinct statement detailing the requested waiver(s) |

**Overview**

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| **Provide a high-level overview of the contract, and service need, and an explanation of any departmental activities that may have necessitated the request.** For instance, if a contract was allowed to lapse due to a lack of contract tracking, and the department is now seeking to have a retroactive start date, that department shall provide that information as part of this paragraph. |

**Justification**

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| **Provide justification for the waiver request. If this is a sole source waiver, it must also include language explaining why a competitive procurement process was not utilized, such as a Simplified Bid.** * Departments must ensure that the sole source waiver request is routed in advance of the sole source contract package, and if applicable, ***all IT Sole Source waiver requests must be approved by ADS in advance of subsequent reviews by DFM (Budget Analyst) and SOA.***
* Additionally, for the purposes of expediting review, please ensure the following additional information is provided to the specific resource:
	+ ADS-IT: specific information to an extent sufficient for ADS evaluation
	+ DFM (Budget Analyst)/SOA: High level contract details that are sufficient for DFM (Budget Analyst)/SOA to better understand the request and the department’s plan for future procurement of these services. This information could include (but is not limited to): cost, duration, and the plan for future contracts
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**Next Steps**

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| **Provide an overview of steps the departments will take in the future to reduce the need for similar, future, waiver requests.** Departments must provide the specific reason/justification if there is no intention or opportunity to reduce the need for similar waiver requests. |

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| **SECRETARY OF ADMINISTRATION**APPROVED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ **DATE**  |  |