



Requirements for statewide contract exception requests

Overview

Unless otherwise prohibited by law, whenever a state agency determines it is in the best interest of the state to purchase a product or service exceeding \$5,000 from a source other than a mandatory statewide contract, the agency must submit the [mandatory statewide contract exception request form](#).

This form is not available to request exceptions from the State Use Program or Oklahoma Correctional Industries (OCI). These programs hold a higher purchasing priority than mandatory statewide contracts. Exceptions for these must be documented and approved directly by the State Use Administrator or OCI, respectively.

Exception requests are not required for nonmandatory/suggested statewide contracts. Additionally, exception requests are not required for purchases \$5,000 or less.

Exception request submission requirements

When submitting a mandatory statewide contract exception request, agencies must include the following documentation:

1. Contact with all statewide contract suppliers who could potentially provide the product or service. This should include:
 - A copy of correspondence showing all required suppliers were contacted.
 - Responses from all suppliers, including quotes received and no bids.
 - **Note: Statewide contract suppliers must be given ample opportunity to prepare a response.** The required response time varies depending on the level of complexity. Please consult with the contract's category manager for guidance on setting a reasonable response deadline.
2. A quote/proposal from the alternative supplier not on statewide contract.
3. The reason the exception is in the best interest of the state, including detailed justification of why the statewide contract suppliers cannot meet the agency's need.

4. For pricing-based exception requests, provide documentation showing the following process was completed:
 - The agency budget was included in the initial request to all required statewide contract suppliers.
 - The statewide contract suppliers were given an opportunity to match or beat the price of the alternative supplier's price.
 - The products or services in question are exact matches or approved equivalents.

If the information above is not included, Central Purchasing may return the exception request to the agency and request the missing documentation. Central Purchasing will process completed requests with all necessary documentation within two business days.

Please remember: Early engagement with all required suppliers ensures a proactive approach that helps streamline procurement timelines and the exception request process.