



Request for Alternate Procurement

Complete all required and/or applicable fields below, save, and email to doa.dgs.purchasing.statewide@alaska.gov.
Include supporting materials and factual evidence after this form or attach separately.

RAP Number

Department

Type

Date Required

Total Estimated Cost

Vendor Name

Executive Summary

Preparer Information

Alternate procurements must be conducted by procurement staff with SSoA procurement certification appropriate for the dollar amount.

Preparer Name

Certification Level

Preparer E-mail

Contact Information

If you would like us to contact someone **other** than the preparer if we have questions or need further information, please provide their name and contact details below.

Contact Name / Phone

Requesting Agency Approval

May not be delegated below Administrative Services Director for small procurements without prior approval from SSoA.

Approver's Name / Title

By entering my initials below, I represent that I am authorized to approve this Request for Alternate Procurement. I confirm that, to the best of my knowledge, all information and evidence submitted in support of this request is accurate and true.

Approver's Initials

Date

Single Source / Limited Competition / Emergency Evidence

For **Single Source**, **Limited Competition**, or **Emergency** RAP types, you must include evidence consisting of material facts sufficient to independently determine that the findings of fact supporting the RAPs approval are true and accurate. Factual evidence may consist of written documents, records, supporting data, affidavits, or other information proving that the findings of fact are true and accurate.

For **Single Source** and **Limited Competition** RAP types, for each piece of evidence submitted, please indicate whether it supports the RAP being in the state's best interest or whether it supports the procurement being impractical to compete using a more competitive procurement method, or both. Remember, evidence supporting "state's best interest" must describe the specific interests affected.

Continue evidence list on new page if necessary.

<u>Evidence</u>	State's Best Interest	Impractical to Compete
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Unanticipated Amendment Exception

Please complete the fields below if submitting an **Unanticipated Amendment Exception (UAE)** RAP. If more space is needed for **Legitimacy**, include that on another page.

Legitimacy

Scope

Does the unanticipated work contain any change(s) to the contract scope of work or alter the intent of the original services?

No

Yes. Explanation attached.

Contract Clauses

Does the original contract contain a clause that authorizes modification?

Yes

No. Explanation attached.

Extent

Does the amendment contain an important general change that alters the main purpose of the contract or does it contain material of such individual importance as to constitute a new undertaking?

No

Yes. Explanation attached.

Emergency

If submitting an Emergency RAP, describe the level of competition that will be used to select a contractor. Attach additional pages if necessary.

The following sections are for completion by Shared Services of Alaska only.

Reviewed by:

Recommended Action:

Delegated Authority

If this request is approved, the procurement must be made under these conditions:

This authority is limited to the goods or services and vendor(s) specified in the RAP and is not to exceed the TOTAL ESTIMATED COST entered on page 1 unless a different amount is entered by SSOA in the SPECIFIC DELEGATION AUTHORITY/RESTRICTIONS/NOTES below.

This authority expires in 60 DAYS from the date of approval.

For goods and/or services related to INFORMATION TECHNOLOGY (IT), this authority is contingent on the receipt of any additional approvals required by your agency and the Office of Information Technology (OIT).

The agency has until the AUTHORITY EXPIRES ON date to establish a contract or amend the contract for these terms or services.

Any contract established must conform to AAM 81.

Prior to issuing an amendment, cost and pricing data must be obtained from the contractor per AS 36.30.400.

Once a contract is established or amended, the agency's normal authority to process unanticipated amendments under 2 AAC 12.485 apply.

Specific Delegation Authority/Restrictions/Notes

Chief Procurement Officer (CPO) Signature

By signature below, I concur with the RECOMMENDED ACTION and any SPECIFIC DELEGATION AUTHORITY/RESTRICTIONS/NOTES entered related to this request.

Signature