

Exemption Request

Project Title:			Stimulus (ARRA) Funds? Yes ___ No ___
Customer Contact Information			
Agency/Institution: Address:		Contact Person: Phone: Fax: Email Address:	
MAGIC Customer Number (only required from state agencies)		Division/Dept: Handmail: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Project Summary			
Narrative Description of Project			
ITS Acquisition Approval (CP-1) should be effective through this date: (Please allow time for all vendor invoices to be paid)			
Cost Estimates		Time Constraints	
<i>Fiscal Year</i>	<i>Initial Costs</i>	<i>Ongoing Costs</i>	Item Needed by:
			Funds Expire:
Total			
Discuss Funding (e.g. how much of needed funding is definite; total project budget; any matching or other non state funds; fund number)			
Anticipated Lifecycle of Products/System (i.e. estimate years effective use)			
Acquisition Details			
Items Requested:			
Name	Quantity	Description	Building Location(s)
Describe platform & infrastructure (connectivity; software/hardware platforms; utilization of State Data Center resources: mainframe, eGovernment portal, payment engine, document management, hosting). For equipment or hosting outside the State Data Center, attach justification:			
Progress to Date: What has been done related to this project, including any communication with ITS staff (data/voice/procurement/other)?			
Vendors Contacted: (Note: attach written estimates or other information received from vendors)			
Critical Factor(s): (in the selection of a vendor/brand/solution for this acquisition)			
Planned Acquisition Method			
Describe the manner in which this procurement will be conducted in fulfillment of state law			

By my signature, I acknowledge: (1) this agency/institution will follow all applicable laws for public purchasing in the acquisition, including developing open specifications, advertising according to public law, ensuring a thorough and equitable evaluation of all responses, and responding in a timely manner to all public records and post procurement review requests; (2) this agency/institution will negotiate any and all applicable contracts and contract amendments arising from this procurement, with signature authority for the State being delegated by the ITS Executive Director to the executive of this agency/institution; and (3) any protests resulting from this procurement will be heard by the ITS Executive Director and/or ITS Board, in accordance with the ITS Protest Procedure and Policy. Authority of ITS Executive Director to negotiate limitation of liability per MS Code Section 25-53-21(e) **cannot be delegated and does NOT apply** to this exemption. In addition, I acknowledge that there is a charge for ITS procurement services associated with this request which will be billed to the requestor by ITS and that my agency/public university is responsible for these charges/costs.

Name (Agency Head or Public University CIO)/Title

Signature

Date