

WIRELESS CONTRACT EXEMPTION REQUEST

TECH 401 (REV. 11/2012)

For CTA Use Only
Waiver Request #: OTP-EX-

Use this form to request an exemption from the California Technology Agency (Technology Agency) for purchasing outside of the core products and/or services provided by the following Wireless WSCA providers: ATT (7-11-70-17), Sprint (7-10-70-15), T-Mobile (7-11-70-18) and Verizon (7-10-70-16). This form, approved and returned to requestors, constitutes Technology Agency's written approval and must be maintained in the department's purchasing file documentation as proof of waiver approval.

This justification document consists of two (2) pages. All information must be provided and all questions must be answered. The "Required Approvals" section must include a date for each signature, as appropriate for the transaction.

Requesting Department Information										
1. Department (includes Boards, Commissions and Associations):	2. Signature required by either Procurement and Contracting Officer (PCO) or designee at level no less than department's Purchasing Authority Contact (PAC). (Name must be same as signature in "Required Approvals" section below.): <div style="text-align: center;">_____</div> <p style="text-align: center;"><i>Name (Print or Type. <u>Do Not Sign</u>)</i></p>									
Department Contact Information										
3. Contact Name:	4. Street Address:									
5. Telephone: ()	7. Mailing Address:									
6. FAX: ()										
8. E-Mail:										
Compliance with Policy, Regulations, Procedures										
<p>The signatures by the Department's PCO and CIO and/or their designees certify that this request is in accordance with the policy guidelines and/or restrictions imposed by the following:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="width: 50%;">Notice</th> <th style="width: 50%;">Issue Date</th> </tr> </thead> <tbody> <tr> <td>Executive Order: B-1-11</td> <td>January 11, 2011</td> </tr> <tr> <td>Budget Letter: 11-02, Cellar Phone Reductions</td> <td>January 28, 2011</td> </tr> <tr> <td>IT Policy Letter: ITPL 10-19</td> <td>December 30, 2010</td> </tr> </tbody> </table>			Notice	Issue Date	Executive Order: B-1-11	January 11, 2011	Budget Letter: 11-02, Cellar Phone Reductions	January 28, 2011	IT Policy Letter: ITPL 10-19	December 30, 2010
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9. Estimated Purchase Order Total Dollars (including shipping cost): \$	10. Requested Delivery Date:									
11. Provide a brief description of the items requested in this Exemption Request, including all goods and/or services that the contractor will provide (Note: Attach Quote from Wireless Provider.):										
12. Name of Employee Requesting International Calling:	Justification for Travel:									
Required Approvals										
<p style="text-align: center;">Procurement and Contracting Officer (PCO) or Designee</p> <p style="text-align: center;"><input type="checkbox"/> Approved <input type="checkbox"/> Denied</p> <hr style="width: 80%; margin: 0 auto;"/> <p style="text-align: center;">Signature Date</p> <p style="font-size: small; margin-top: 5px;">(Note: Signature must be the same as identified in #2 above; however, may not be a position less than the PAC.)</p>	<p style="text-align: center;">Department CIO</p> <p style="text-align: center;"><input type="checkbox"/> Approved <input type="checkbox"/> Denied</p> <hr style="width: 80%; margin: 0 auto;"/> <p style="text-align: center;">Signature Date</p>	<p style="text-align: center;">California Technology Agency</p> <p style="text-align: center;"><input type="checkbox"/> Approved <input type="checkbox"/> Denied</p> <hr style="width: 80%; margin: 0 auto;"/> <p style="text-align: center;">Signature Date</p>								

Required Contract Information

13. Applicable WSCA Wireless Provider Name and Contract Number:

14. Complete responses must be provided for all applicable questions:

A. The good(s) / service(s) requested is not available through the core product list of Wireless WSCA contract(s) or is not available from any of the Wireless WSCA contracts.

(1) Explain why the acquisition cannot be purchased from the Wireless WSCA core product and services pricing sheet.

(2) What are the consequences of not purchasing the good/service or not contracting with the Department's proposed supplier(s)?

(3) What market research was conducted to substantiate the justification for purchasing outside the contract, including evaluation of other items considered? (Note: If not purchasing outside of the Wireless WSCA contracts, insert "Not Applicable").

(4) How was the price offered determined to be fair and reasonable?