



FORMAL COMPLAINT

OFFICE OF MANAGEMENT AND BUDGET
CENTRAL SERVICES - STATE PROCUREMENT OFFICE
SFN 2565 (01-2017)

Instructions: Use this form to report complaints, problems, or concerns you may have about a state contract, vendor, commodity, service, program or individual in the Central Services Division.

Agency Name		Business Unit Number	Date
Contact Person	Telephone Number	Fax Number	Email Address

Provide the details of the complaint, including dates, vendors, and individuals involved. Attach any available documentation.

Describe any specific corrective action being requested.

Submit To: Procurement Work Request System at: <http://www.nd.gov/OMB> under "OMB Apps Login"

State Procurement Office
14th Floor Capitol Tower
600 East Boulevard - Dept 012
Bismarck, ND 58505-0310

- or -

Email: infospo@nd.gov
Fax: (701) 328-1615
Telephone: (701) 328-2740

FOR USE BY OMB STATE PROCUREMENT OFFICE ONLY

Describe any specific corrective action being requested.

Agency Notified as to Disposition

State Procurement Office Representative	Signature	Date
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