



**STATE CONTRACT EXEMPTION REQUEST**  
 OFFICE OF MANAGEMENT AND BUDGET  
 CENTRAL SERVICES - STATE PROCUREMENT OFFICE  
 SFN 54202 (07-2021)

Agency Name		Business Unit Number	Request Date
Contact Person	Telephone Number	Email Address	
State Contract Name			State Contract Number
Purchase Type <input type="checkbox"/> One-Time Purchase <input type="checkbox"/> Recurring Purchase		Estimated Purchase Price	
Describe what you need to purchase and explain why the State Contract cannot meet your needs. Identify the commodity, service and vendor you seek to use in lieu of the State Contract. You may be required to submit an Alternate Procurement or conduct a competitive process.			

**SUBMITTAL INSTRUCTIONS**

State agencies and institutions must submit a completed State Contract Exemption Request form to the State Procurement Office (SPO) using the [SPO Work Request System](#). State agencies and institutions that do not have access to the SPO Work Request System should email the State Contract Exemption Request form and supporting documentation to [infospo@nd.gov](mailto:infospo@nd.gov). Contact the State Procurement Office at (701) 328-2740 for assistance.

**APPROVAL - OMB STATE PROCUREMENT OFFICE AND ND ITD (if applicable) USE ONLY**

**Step 1: Office of Management and Budget, State Procurement Office Approval**

Comments/Recommended Actions		
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	If Recurring, Expiration Date of Contract Exemption	
State Procurement Office Representative	Signature	Date

**Step 2 (if required): North Dakota Information Technology Department (ND ITD) Approval**

Comments/Recommended Actions		
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	ND ITD Representative Name	
Signature		Date