|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Alternative Procurement # AP25-XXXRequest for Alternative Procurement | | | | | |
| **1. Using Department** | | | **2. Contact Person/Phone/e-mail** | | |
| **3**. **Suggested Vendor (Name and Address)** | | | **4. Policy Citation** | | **5. Start and Expiration Dates:** |
| **6. Index** | | **7. Account** |
| **8. Total Amount Requested**  $ | | **9. Requisition #** |
| **10. Provide a concise summary of nature and purpose of this procurement. Explain what attempts, if any, were made to obtain competition. Attach all proposals, quotations, and other available documentation.** | | | | | |
| **AP Check List** | **Yes** | **No** | | **14. Department Certification:**  I certify to the accuracy of the above statements and request an Alternative Procurement.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Requestor:**  **Date**    **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Department Head**:  **Date**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Unit Administrator:**  **Date** | |
| **11.** Is a vendor proposal (s) attached detailing the scope of work or item description, including an explanation of rates/prices? |  |  | |
| **12.** Confirming/Unauthorized Alternative Procurement? |  |  | |
| **13.** Have goods or services been received/performed? If yes, provide a justification signed by Department Head. |  |  | |
| **14.** Procurement is included in the FY 2025 Budget? |  |  | |

**Legal: This procurement is approved as to legal form**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Executive Director Supply Chain Date Chief Legal Officer**  **Date**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Chief Financial Officer Date Ed Jimenez Date**

**President & CEO**