request for out of state solicitation WAIVER

**FOR AUTHORIZING AN AGENCY TO SOLICIT VENDORS OUTSIDE OF ALASKA**

**Instructions:**

1. Complete all required fields, **convert to PDF** and send to: [DOA.OPPM.PolicyOversight@alaska.gov](mailto:DOA.OPPM.PolicyOversight@alaska.gov)
2. Include all supporting materials and factual evidence as separate attachments.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SOLICITATION NUMBER |  | | SOLICITATION TITLE |  |
| DEPARTMENT | Choose an item. | | DATE REQUIRED |  |
| DIVISION |  | | TOTAL EST. COST |  |
|  | | |  | | |
| **PREPARER INFORMATION** | | |  | | |

Out of State Solicitation waiver requests must be completed by procurement staff with OPPM procurement certification appropriate for the dollar amount.

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| **Preparer Name** | **Preparer Email** | **Certification Level** |
|  |  | |
| **JUSTIFICATION-STATE’S BEST INTEREST** |  | |

Per AAM 81.090 please explain why it is impracticable to follow the rules concerning soliciting from Alaska Vendors only.

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| **CHIEF PROCUREMENT OFFICER APPROVAL** |  |

By signature below, I concur with the CONTRACTING OFFICER and DCPO RECOMMENDATION related to this request.

**Signature:** **Date:**