SW Exception Process
Department of Central Services

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Agency determines need for exception from a SW contract.
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   ▼
Is the SW a State Use contract? ──NO──► Is the contract mandatory? ──NO──► Proceed with Purchase in accordance with Central Purchasing Act
   │ YES                                   │ YES
   ▼                                       ▼
Is the item available from SU provider? ──NO──► Contact State Use for exception.
   │ YES
   ▼
Purchase from State Use contract
```

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Is the contract mandatory? ──YES──► Is request for an emergency acquisition? PIM 2010-03
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Is request for an emergency acquisition? **PIM 2010-03**
- YES ──► Is the emergency acquisition less than $100,000?
  - YES ──► Proceed with acquisition. ──► Notify Central Purchasing within 5 days of purchase.
  - NO ──► Notify State Purchasing Director of circumstance. ──► State Purchasing Director expedites acquisition.
- NO ──► Is request due to **product being unavailable** on SW?
  - YES ──► Submit request to Contracting Officer **Form 109**
  - NO ──► Is the request to competitively bid due to **significant size**?
    - YES ──► Submit request to Contracting Officer **Form 109**
    - NO ──► Does request appear to be a **sole source**?
      - YES ──► Request exception from Central Purchasing Contracting Officer.
        - Is request granted?
          - YES ──► Submit sole source certification. **Form 002A**
      - NO ──► **Other reason** for request?
        - ──► Submit request to Contracting Officer **Form 109**

Submit request to Contracting Officer **Form 109**
   │
   ▼
Is request granted?
- YES ──► Document to file and proceed in accordance with CPA.
- NO ──► Request Contracting Officer to appeal to State Purchasing Director **or** purchase from SW contract.