8-25-05

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| **REQUEST: NON-COMPETITIVE AMENDMENT** |
|  | **APPROVED** |
|  |
| **Commissioner of Finance & Administration** |
| **Date:** |
|  |
| **EACH REQUEST ITEM BELOW MUST BE DETAILED OR ADDRESSED AS REQUIRED.** |
| 1. **RFS #**
 |       |
| 1. **State Agency Name :**
 |       |
| **EXISTING CONTRACT INFORMATON** |
| 1. **Service Caption :**
 |       |
| 1. **Contractor :**
 |       |
| 1. **Contract #**
 |       |
| 1. **Contract Start Date :**
 |       |
| 1. **Current Contract End Date IF all Options to Extend the Contract are Exercised :**
 |       |
| 1. **Current Total Maximum Cost IF all Options to Extend the Contract are Exercised :**
 |       |
| **PROPOSED AMENDMENT INFORMATON** |
| 1. **Proposed Amendment #**
 |       |
| 1. **Proposed Amendment Effective Date :**(attached explanation required if date is < 60 days after F&A receipt)
 |       |
| 1. **Proposed Contract End Date IF all Options to Extend the Contract are Exercised :**
 |       |
| 1. **Proposed Total Maximum Cost IF all Options to Extend the Contract are Exercised :**
 |       |
| 1. **Approval Criteria :**(select one)
 | **[ ]**  | **use of Non-Competitive Negotiation is in the best interest of the state** |
| **[ ]**  | **only one uniquely qualified service provider able to provide the service** |
| 1. **Description of the Proposed Amendment Effects & Any Additional Service :**
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|       |
| 1. **Explanation of Need for the Proposed Amendment :**
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|       |
| 1. **Name & Address of Contractor’s Current Principal Owner(s) :**(not required if proposed contractor is a state education institution)
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|       |
| 1. **Documentation of Office for Information Resources Endorsement :**(required only if the subject service involves information technology)
 |
| **select one:** | **[ ]**  | Documentation Not Applicable to this Request | **[ ]**  | Documentation Attached to this Request |
| 1. **Documentation of Department of Personnel Endorsement :**(required only if the subject service involves training for state employees)
 |
| **select one:** | **[ ]**  | Documentation Not Applicable to this Request | **[ ]**  | Documentation Attached to this Request |
| 1. **Documentation of State Architect Endorsement :**(required only if the subject service involves construction or real property related services)
 |
| **select one:** | **[ ]**  | Documentation Not Applicable to this Request | **[ ]**  | Documentation Attached to this Request |
| 1. **Description of Procuring Agency Efforts to Identify Reasonable, Competitive, Procurement Alternatives :**
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|       |
| 1. **Justification for the Proposed Non-Competitive Amendment :**
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| **REQUESTING AGENCY HEAD SIGNATURE & DATE :**(must be signed & dated by the ACTUAL procuring agency head as detailed on the Signature Certification on file with OCR— signature by an authorized signatory will be accepted only in documented exigent circumstances) |
|  |
| **Agency Head Signature** | **Date** |