**REQUEST FOR SPECIAL PROCUREMENT No. REQ-DASOBO-\_\_\_\_\_\_\_\_**

*[Submit Special Procurement Requests to the Department of Administrative Services, Procurement Services through the OregonBuys eProcurement system by following the DASOBO Guidance for Agencies document, which can be found at* [*https://www.oregon.gov/das/ORBuys/Documents/OregonBuysDAS\_OBO\_Guide.docx*](https://www.oregon.gov/das/ORBuys/Documents/OregonBuysDAS_OBO_Guide.docx)*. The Agency Head or designee (e.g., Designated Procurement Officer) must authorize the Special Procurement Request before it is sent to DAS.* ***Delete the instructional text in italics before sending to DAS****]*

**PART A.** Requesting Agency must complete Items 1 through 13.

1. **Requesting Agency Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. **Date of Request:**  \_\_\_\_\_\_\_\_\_\_\_ 3. **Agency Number:** \_\_\_\_\_\_\_\_

4. **Agency Contact Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_ 5. **Phone**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. **Type of Request:** Class Special Procurement \_\_\_\_\_ Contract-specific Special Procurement

7. **Time Period Requested:** From: \_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. **Total Estimated Cost:** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. **Title:** **Supplies and/or Services to be Acquired:**

*[Just a single sentence/title here, descriptions and details go in section 10.* ***Delete the instructional text in italics before sending to DAS****]*

10. **Request, Background, Current Need, and Proposed Contracting Procedure:**

1. **Request:**

*[What is the Agency requesting approval for? Example – Dept. A requests approval of this SP to extend Contract #1234 with ABC, Inc. one (1) year beyond the maximum term of six (6) years to allow sufficient time to do a competitive solicitation for future services.* ***Delete the instructional text in italics before sending to DAS****]*

1. **Background:**

[*Include an Agency introduction (mission/purpose) and a brief overview of why the Supplies or Services are essential to the Agency mission and/or the public it serves. Include historical and factual data, in chronological order, to paint a clear picture of why the Special Procurement is necessary. As applicable, include a brief summary of the original solicitation and evaluation, contract award and any amendments. Be concise; provide clear and definitive information; Avoid unnecessary detail*. *The Agency may, but is not required to, attach the following types of documents: Notice/Advertising, Solicitation(s), Bid/Proposal Forms(s), Contract Form(s), and any other documents or forms to be used in the proposed contracting procedure.* ***Delete the instructional text in italics before sending to DAS***]

1. **Current Need:**

*[Include the specific details as to the current need(s) of the agency, including a cost table describing the total estimated cost over the time period requested.* ***Delete the instructional text in italics before sending to DAS****]*

1. **Proposed Contracting Procedure:**

[*What is the contracting method being used for this Special Procurement? Alternative competitive process? Direct award and negotiation? Other?* ***Delete the instructional text in italics before sending to DAS***]

11. **Justification for use of Special Procurement:** Describe the circumstances that justify the use of a Special Procurement. Attach relevant documentation.

[*Bullet points, or a very brief restatement of the information provided in section 10; a summation of the facts.* ***Delete the instructional text in italics before sending to DAS***]

12. **Findings to Satisfy the Required** **Standards:** This proposed special procurement:

\_\_\_\_\_\_ (a) will be unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts because:

[*Provide specific information that demonstrates how the proposed Special Procurement meets this requirement.* ***Delete the instructional text in italics before sending to DAS***]

**and**

\_\_\_\_\_\_ (b)(i) will result in substantial cost savings to the contracting agency or to the public because:

*[Cost savings and Public Interest are alternative. You don’t need to complete both 12bi and 12bii. For 12bi provide the estimated cost savings to be gained (****real money saved****, not employee process time saved) and the rationale for determining the cost savings.* ***Delete the instructional text in italics before sending to DAS***]

**or**

\_\_\_\_\_\_ (b)(ii) will otherwise substantially promote the public interest in a manner that could not practicably be realized by complying with the requirements of ORS 279B.055, 279B.060, 279B.065, or 279B.070, or any rules adopted thereunder because:

[*Provide specific information that demonstrates how the proposed Special Procurement meets this requirement. You can include savings along with public interest.* ***Delete the instructional text in italics before sending to DAS***]

13. **Signature:** The actual signature of the Agency Head or designee (e.g., Designated Procurement Officer) is not required on the Request if it is submitted through OregonBuys. Agency may elect to attach a signed Request.

Signature: e.g. *Electronically in OregonBuys* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type Name: Date:

*[****PART B:*** *The Department of Administrative Services inserts Part B including any conditions of approval.* ***Delete the instructional text in italics before sending to DAS***]