Exemption Request Form

State agencies should use this form to request an exemption for purchasing IT commodity items through an avenue other than DIR contracts.

Date Submitted:

Expedited Exemption Request: ☐ Yes ☐ No
If yes, attach a statement from the head of the requesting state agency describing the situation and the reasons for expedited review

Agency Information

Agency Name:	Agency Number:
Address:	
City, State, Zip:	

Agency Contact Information	**Alternate Contact Information (OPTIONAL)**
Name:	Name:
Title:	Title:
Phone Number:	Phone Number:
E-mail Address:	E-mail Address:
Fax Number:	Fax Number:

Proposed Procurement Information

Anticipated Date of Procurement:
Anticipated Duration of Procurement:

Provide the following information for each item covered in this request.
Commodity Item to be Procured:
Commodity Type: ☐ Hardware ☐ Software ☐ Service
IT Commodity:
Commodity Item Description:

Provide the following if available:
Vendor:
Manufacturer/Publisher/Service Provider (if different from Vendor):
Part Number (if available):
Quantity: Unit Price: Extended Price:

Justification for Exemption Request:

☐ Cost	☐ Terms and Conditions
☐ Funding Source Restrictions	☐ Compatibility with Existing Technology Infrastructure
☐ Proprietary Restrictions	☐ Other

Provide sufficient information to support the validity of the request.

Submit this form via one of the following methods:

FAX: (512) 475-4759

Email: exemption@dir.texas.gov

U.S. Mail: Dan Contreras
Director, ICT Cooperative Contracts
Texas Department of Information Resources
P.O. Box 13564, Austin, TX 78711-3564

Do not use U.S. Mail for Expedited Exemption Requests