

**Request for Approval to Negotiate
from
Division of Purchasing (DOP)**

E-mail Completed Request Form to: purchasing@adm.idaho.gov

Agency Purchasing Representative (name):	
E-mail/Phone:	
Name of Agency:	
Name of Offeror(s) to negotiate with:	

The Administrator may authorize negotiations when a competitive solicitation has been unsuccessful because (without limiting other possible reasons), all offers are unreasonable, noncompetitive or all offers exceed available funds and the available time and circumstances do not permit the delay required for re-solicitation; or there has been inadequate competition.

Negotiations may also be authorized if, during the evaluation process, it is determined that more than one (1) vendor has submitted an acceptable proposal or bid and negotiations could secure advantageous terms or a reduced cost for the state (negotiations authorized under this paragraph are subject to the provisions and additional conditions of IDAPA 38.05.01.084.03 and 04).

(I.C §67-9205(12), IDAPA 38.05.01.084.02)

Background and Justification (attach additional sheets as needed):

Agency Certification: *The information provided above is true and accurate to the best of my knowledge; and negotiation is in the best interest of the State:*

Agency Representative (signature): _____ Date: _____

<input type="checkbox"/> Approved	<input type="checkbox"/> Additional conditions apply to this approval.	
<input type="checkbox"/> Rejected		

DOP Administrator Signature: _____
DOP Administrator Printed Name: _____
Date: _____