

Software License Program Exemption Request

This request must be submitted in order to obtain approval to execute a purchase document that exceeds the Software License Program (SLP) dollar threshold of \$2 million. All requested information must be provided for this request to be considered.

Requesting Department Information		
Department Name:		Telephone #:
Dept. Contact Name:	Email Address:	FAX #:
Software Name:		
Estimated value of procurement:		

Identify below the Software License Agreement to be used:

Software Publisher

Contract #

Department Agreement

The department agrees that this purchase, under the Software License Program, is vital and mission critical for this department. Further, the department acknowledges that this purchase, in the amount stated, is consistent with the department's IT Strategic Plan.

The assigned SLP Exemption Request number must appear on all related purchase documents for compliance and reporting.

A copy of the executed purchase document must be submitted to the DGS SLP Program Administrator. (Do not send the purchase document to DGS/Capture Unit, as it will result in duplication of DGS administrative fee charges to the department.)

Signed By: _____

Date: _____

Chief Information Officer

And: _____

Date: _____

Purchasing Authority Contact

Approved By: _____

Date: _____

(Deputy Director, Procurement Division)

The questions below must be answered for the request to be considered. Provide responses that are thorough and complete or this request may be returned unapproved.

- 1. Clearly describe what is being purchased, including all line items and anticipated costs.**
- 2. Please submit the RFO Solicitation and responses (including resellers name, SLP numbers and pricing in excel format). *Note: The price list must be in excel format.***
- 3. Please identify the savings that will be realized by this purchase due to a volume and/or multi-year agreement. Please reflect savings by providing the list price, and the price offered under the SLP.**
- 4. Would the savings be greater if you went out to bid?**

REQUIRED ATTACHMENTS:

- 1. An excerpt of the appropriate section from the department's IT Strategic Plan, demonstrating that this purchase is consistent with the Plan.**