

Certification Request Form

State agencies should use this form to request a certification that an IT commodity is not available for purchase under an existing contract developed by the Department pursuant to Texas Government Code, Section 2157.068(f)(2).

Date Submitted:

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: <input type="checkbox"/> Hardware <input type="checkbox"/> Software <input type="checkbox"/> Service
IT Commodity:
Commodity Item Description:
Provide the following if available:
Local Government Cooperative:

Submit this form via one of the following methods:

FAX: (512) 475-4759

U.S. Mail: Denny Ross

Email: exemption@dir.texas.gov

Texas Department of Information Resources

P.O. Box 13564, Austin, TX 78711-3564