



STATE OF ALABAMA
Department of Finance
Division of Purchasing

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Michael A. Jones
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State Purchasing Deputy Director

MEMORANDUM

TO: All State Agencies
FROM: Michael A. Jones, State Purchasing Director
DATE: December 8, 2016
SUBJECT: Off Contract Purchases

Pursuant to the Code of Alabama §41-4-110(e), state departments, agencies, boards, and institutions may purchase the same item(s) from a vendor not on the statewide contract if the price of the same item(s) is 10% less than the established price on the statewide contract. In order to use this exemption, please print and complete the "Off Contract Waiver Request Checklist" from www.purchasing.alabama.gov under "Purchasing News" and submit with the required documentation to the Division of Purchasing for signature approval.

For off contract IT purchases, a separate editable document, "Off contract OIT sheet", is also available on the Purchasing website above. Please fill out this form, with signatures from the Office of Information Technology (OIT), and submit with the aforementioned required documentation to the Division of Purchasing for signature approval.

Once all signatures and documentation are finalized, the documents must be scanned and attached to the header of the RQS in STAARS and begin the normal RQS workflow.