



Request to Add/Change Form

This Request to Add/Change Form is to be used when a State Use vendor requests to add a product/service to the State Use Procurement Schedule. **Central Nonprofit Agency for review and submission to**

This form shall be completed by the State Use vendor and returned to the State Use Program office for consideration. Products and services found eligible will go before the State ~~Use Committee~~ for approval.

Purchasing Director

The product(s) being requested shall not be purchased pre-packaged in the case count specified on the Request to Add/Change Form. The State Use vendor shall package the products into case counts specified on the Request to Add/Change Form. To meet the State Use law, the products must be directly manufactured, produced, processed or assembled by the vendor and disabled employees.

PRODUCT/SERVICE INFORMATION

| | |
|---|--|
| Detailed product/service description | |
| Quantity or count per package/box/case | |
| Unit of measure (box, case, each, etc.) | |
| Requested selling price | |
| Is shipping included in selling price? | <input type="checkbox"/> YES <input type="checkbox"/> NO |

Is the product/service easily comparable on the open market? If yes, please list some of the sources.

If no, please describe the reason/difference/etc.:

REASON TO ADD PRODUCT/SERVICE

Please answer the questions below regarding the above-named product/service. Mark Yes, No, N/A, or write in your answers where appropriate.

| | | | | |
|----|---|------------------------------|-----------------------------|------------------------------|
| 1. | Has a state agency/political subdivision requested the above-named product/service from you? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| 2. | If you answered "Yes" to question No. 1, can you provide documentation of the request(s)? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| 3. | If you answered "No" to question No. 1, please explain why you want to add the above-named product to the contract. | | | |

The supplier shall provide a detailed work description of the products directly manufactured, produced, processed or assembled or services directly performed, offered or provided by the State Use vendor in relation to the attached product(s) or service(s).

Please provide a detailed work description below:

PLEASE UPLOAD AT LEAST ONE PICTURE OF THE PRODUCT REQUESTED FOR COMPARISON PURPOSES.

