

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? ☐ YES \square 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?	□YES	□NO	□ N/A					
2.	If you answered "Yes" to question No. 1, can you provide documentation of the request(s)?	□YES	□NO	□ 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.



FAIR MARKET EVALUATION TOOL

Enterprise Services		Revised Price Contract #		Line #		
		Reviewed				
Supplier:			Date Reviewed:			
С	ompany	Selling Price	Shipping/(Other	Total	
	····		2			
FAIR	MARKET TOTAL WITH	SHIPPING CHARGES INCLU	DED (When applicable)			
VEND	OR REQUEST SELLING	G PRICE				
Is shipping included?			YES	5	□NO	
Is there a minimum?			□YES	;	□NO	
Difference between vendor requested price and fair			TOTAL			

□New

TOTAL SAVINGS %

SAVINGS

NOTE: The fair market evaluation is conducted with extensive research. Extensive meaning that as many comparables were found as possible in order to determine fair pricing. Some items may only have one or two comparables and other may have numerous. Depending on the complexity of the product/service, a limited number of comparables may be all that could be found in the research.

market evaluation