

Instructions: Submit completed form to above address.

STATE FINANCE LAW § 163 (10) (e) CONTRACT USE REQUEST

1. PROFILE INFORMATION	
ENTITY SUBMITTING REQUEST:	<u>CONTACT</u> NAME: PHONE: FAX: E-mail Address:
ORIGINAL CONTRACTING ENTITY:	<u>CONTACT</u> NAME: PHONE: FAX: E-mail Address:
HAVE YOU GIVEN NOTICE OF THIS USE REQUEST TO THE ABOVE ENTITY? Yes <input type="checkbox"/> No <input type="checkbox"/>	
CONTRACTOR [NAME/ADDRESS]:	<u>CONTACT</u> NAME: PHONE: FAX: E-mail Address:

2. SUMMARY OF PROPOSED ACQUISITION AND ORIGINAL CONTRACT
DESCRIPTION OF PRODUCT /SERVICE ON ORIGINAL CONTRACT:
DESCRIPTION OF PRODUCT/SERVICE WHICH YOU INTEND TO ACQUIRE:

PROCUREMENT DETAIL	
ORIGINAL CONTRACT ID OR REFERENCE NUMBER:	DATE OF ORIGINAL CONTRACT AWARD:
TIMEFRAME IN WHICH YOU INTEND TO MAKE YOUR ACQUISITION:	CURRENT CONTRACT TERM:
DOES THE ORIGINAL CONTRACT CONTAIN LANGUAGE CONTEMPLATING CONTRACT EXTENSION TO ADDITIONAL USERS ? Yes <input type="checkbox"/> No <input type="checkbox"/>	THIS PIGGYBACK ACQUISITION WILL TAKE THE FORM OF AN: <input type="checkbox"/> AMENDMENT TO THE ORIGINAL CONTRACT <input type="checkbox"/> INDEPENDENT CONTRACTUAL AGREEMENT
DOES THE CONTRACT PROVIDE FOR AGGREGATE DISCOUNTS? Yes <input type="checkbox"/> No <input type="checkbox"/>	
IF YES, HAVE THESE DISCOUNTS BEEN APPLIED TO THE INTENDED PIGGYBACK VOLUME? Yes <input type="checkbox"/> No <input type="checkbox"/>	

FOR THE PRODUCT/ SERVICE YOU WISH TO ACQUIRE, PROVIDE THE FOLLOWING:	FOR ORIGINAL ACQUISITION	FOR ANTICIPATED PIGGYBACKING USE
PRODUCT UNIT, MODEL, TYPE OF SERVICE OR JOB TITLE		
"PER UNIT" PRICE <input type="checkbox"/> CONTRACT PRICING SHEETS, ATTACHED		
QUANTITY OF THIS PRODUCT/SERVICE		

