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| **To:** | **Secretary of Administration** |
| **From:** | [name of Agency or Dept.] |
| **Subject:** | **Bulletin 3.5 Contracting Waiver Plan** |

The development of a Contracting Waiver Plan is provided for in *Administrative Bulletin 3.5 ~ Procurement and Contracting Procedures (“Bulletin”)*. The following outlines such waiver(s)/modification(s) to the requirements of the Bulletin for which the agency/department listed above requests approval from the Secretary of Administration.

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|  | **Bulletin 3.5 Section, and Title** | **Waiver(s)/Modification(s) Requested:** | **Justification and Acceptable Alternative** | **Date Approved** |
| *Note: “Tabbing” through the last column/row of the table will add an additional row; keep “tabbing” to add more rows.* |
| **1.0** | **VI.A.2.b: Contract Duration;** [EXAMPLE ONLY] | For all contracts issued to widget consultant for the ABC program, contract duration will be 4 years with 2 one-year renewals allowed in the initial contract. [EXAMPLE ONLY] | In the widget industry, a 4-year term is the norm. Generally, these contracts do not exceed $5,000. Therefore, we do not see a substantial risk and feel that the increase in duration is appropriate.[EXAMPLE ONLY] |  |
| **2.0** | **VI.A.5: Insurance Coverage Limits**[EXAMPLE ONLY] | Language to be added in Attachment D:*“The automobile liability coverage limit required under Attachment C Section 7 of this Contract is hereby modified such that Contractor’s limits of coverage shall not be less than $250,000 combined single limit.”*[EXAMPLE ONLY]  | For hearing officers and seminar training consultants, the agency requests a waiver from the insurance provisions in Bulletin 3.5 to allow for the acceptance of these contractors’ individual personal automobile liability insurance with lower coverage than the $1M minimum required under Attachment C, section 7. [EXAMPLE ONLY] |  |
| **3.0** | **VI.A.5 Insurance Coverage Limits**[EXAMPLE ONLY] | Department seeks to file all insurance certificates together, rather than individually, in each Contract File. [EXAMPLE ONLY] | The insurance certificates will be marked with the contract number and filed in contract number order to allow for control and audit.[EXAMPLE ONLY] |  |
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This document represents the complete Plan, including all common waiver(s)/modification(s) requested. Should addition modification be requested, this document shall be resubmitted, in its entirety, including the additional requested items. Prior approval of an item by the Secretary of Administration does not ensure automatic re-approval. The Plan shall remain in effect until such time as a revised Plan is submitted, the Bulletin is reissued, or upon repeal by the Secretary of Administration. A copy the Approved Plan must be maintained and available for audit purposes. Individual one-time waivers should not be included in this Plan.

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| **Submitted By: Agency/Department Appointing Authority** | **Approved as noted by: Secretary of Administration or Designee** |
| **Name:** | **Date:** | **Name:** | **Date:** |
| **Signature:** |  | **Signature:** |  |