From time to time exemptions will be granted but only in cases where mandatory criteria are met. Agencies are required to submit a request for exemption so the proposal can be evaluated.

|  |  |
| --- | --- |
| **Agency details** | |
| Agency name | *Provide the name of the requesting agency* |
| Contact name | *Provide the name of the contact person for the requesting agency* |
| Position | *Provide the position of the contact person for the requesting agency* |
| Contact phone | *Provide the work phone number of the contact person for the requesting agency* |
| Mobile phone | *Provide the mobile phone number of the contact person for the requesting agency* |
| Email address | *Provide the email address of the contact person for the requesting agency* |
| **Exemption details** | |
| Procurement description | *Provide a description (including purpose) of the products and services being procured* |
| Nature of exemption | *Detail the nature of the exemption being requested (make reference to the Mandatory Criteria listed the Guidelines)* |
| Justification for exemption | *Why are the suppliers and/or terms and conditions of the ITS 2573 scheme NOT suitable?* |
| Alternative procurement scheme | *Provide details of alternative procurement scheme (if applicable)* |
| Timing of procurement | *Provide commencement and termination dates for the procurement* |
| Cost of procurement | *Provide the total cost of the procurement for each financial year and whole of life* |

Email this submission together with supporting documents to [telco.authority@finance.nsw.gov.au](mailto:telco.authority@finance.nsw.gov.au) once complete. If you have any questions or need further assistance, contact us on **9372 7088**.