

WAIVER PROCESS

In case of emergency or necessity, an Agency, Board or Commission may seek from the Director of Administrative Services a written waiver of some or all of the requirements of Executive Order 2011-12K.

1. All waivers must be requested prior to the execution of a contract.
2. No waivers will be retroactively granted.
3. Waivers will be given only for new contracts, or amendments to contracts where the Scope of Services needs to be amended to include possible offshore services.
4. Any request submitted to DAS must be recommended and acknowledged by the Agency, Board or Commission Procurement Officer (APO) and its Director or Executive Director.
5. Any request shall allow sufficient time for review by DAS, the minimum time of which shall be 5 business days.
6. All requests should include the following information:
 - (i) [Agency, Board or Commission] representative or point of contact name, telephone number, and e-mail address.
 - (ii) Contractor's name and type of contract
 - (iii) Description/nature of service(s) to be performed outside of the United States and the extent to which offshore services will be involved.
 - (iv) The total cost and length of the contract.
 - (v) Justification, with any supporting documentation, demonstrating either of the following:
 - (1) The type of emergency with written explanation; or
 - (2) The facts that render the contract necessary.
 - (vi) Any other documentation supporting why the service(s) must be procured from this Contractor.
7. All forms must be sent to DAS, Office of Legal Services, ATTN: Shelia Smith, 30 East Broad Street, Columbus, OH 43215. Telephone No. 614-644-1773. Email: Shelia.smith@das.state.oh.us
8. The Director of DAS or the Director's designee may approve or deny any request.
9. All determinations of the Director of DAS or the Director's designee are final.