

**PROCUREMENT APPROACH FOR EXEMPT AND NCB  
CONTRACT ACTIVITIES** **2646**  
(May 2005)

**OBTAINING PRICING** **2646.1**  
(May 2005)

**Purchasers** conducting procurements for transactions that are exempt from competitive bidding or advertising or that are NCB contract purchases shall obtain a written offer and acceptance of the state's terms and conditions when transacting business with the only known supplier of the goods.

**CREATING A SOLICITATION** **2646.2**  
(May 2005)

**Purchasers** using this solicitation approach when conducting business with the only known supplier must provide the supplier with an opportunity to review and accept the state terms and conditions prior to the State executing a purchase document. This practice avoids the possibility of a dispute with suppliers once the purchase document is executed.

**SUPPLIER CONTRACTS AND FORMS** **2646.3**  
(No. 3 February 2006)

Contract forms, license agreements or ordering documents provided by suppliers should not be signed by state employees. These most often contain terms and conditions inconsistent and results in conflict with the State's contract terms and conditions.

**Purchasers must seek department legal advice and contact PAMS for assistance.**

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[\(see Forms or Forms Samples\)](#)

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