When goods or services are available on a Mandatory Statewide Contract, the purchase must be made from one of the Suppliers on that contract unless a Waiver from Statewide Contract has been requested and approved prior to the purchase.

The submission of a Statewide Contract Waiver request is available online. The user will go through an 'interview' process and submit their request. Once submitted, a Service Request is created and escalated to the appropriate person for review.

The Statewide Contract Waiver Request is available at this link:

https://service.doas.ga.gov/app/answers/detailopa/a_id/1290

Clicking on the above link will bring up the Statewide Contract Waiver Request page.

Click on the Log in button to log in or register for the first time.

Enter your log in credentials or click on Create an Account. Your user id is your email address.
When you log in, your information is automatically populated. If the information is incorrect, please check No and click Next. Please check the box if you are the APO/CUPO for your organization. Click Next.

**STATEWIDE CONTRACT WAIVER REQUEST**

**Organization Name:** Administrative Services, Department of  
**First Name:** Margaret  
**Last Name:** Robert  
**Primary Phone:** 1 (404) 656-2831  
**Mobile Phone:** Uncertain

*Is the above information correct?*  
- [ ] Yes  
- [x] No  
- [ ] I am the APO/CUPO for my Organization

Checking No to the question brings up an area to correct your Organization Name, Primary Phone, and Mobile Phone. When complete, click Next.
Click on the Contract dropdown to select the contract you are requesting the waiver against. If you cannot locate the contract, check the box indicating you are unable to locate the contract.

Select the SWC from the dropdown. Click Next.
The system will display information about the selected contract such as the Contract Number, Type, and whether the contract is mandatory or convenience. Click Next.
Quick Reference Guide: Process Automation

Statewide Contract Waiver

STATEWIDE CONTRACT WAIVER REQUEST

Lookup Contract By Name or Number: *

AUTOMOBILE PARTS ×

Contract Number: 99999-SPD-SPD0000127

Type of Contract: IT

Contract Mandatory: No

Contract Convenience: Yes

Click Statewide Contract Index and log in using the guest ID: tgmguest and password: tgmguest to navigate to the "Contracts" tab to search or browse available statewide contracts.

☐ I am unable to locate my Contract

Back Next

If the contract is not mandatory, but convenience, the system will display the message below.

STATEWIDE CONTRACT WAIVER REQUEST

Convenience Contracts do not require a Contract Waiver to be completed.

Back

Mandatory Statewide Contracts require a waiver to be completed. Click Next.
Provide the goods/services being purchased and the reason the SWC does not meet your needs. Mark whether the request is for one time or repeat purchases. Enter the dollar amount and a date range for when the purchase is going to be made. Click Next.

The system will display this message. If your request is ready to be submitted, click Submit. If there are any changes that need to be made, click the Back button.
The system will display the message below informing you that your request has been submitted. You will be given a reference number and the option to print your submission.

Your Statewide Contract Waiver Request has been submitted.

Reference number **171115-000243** assigned to the submission.

Please select this link to print your submission

Department of Administrative Services Home Page