



MS Department of Finance and Administration – Public Procurement Review Board  
STATE AGENCY/GOVERNING AUTHORITY

REVERSE AUCTION EXEMPTION FORM

**AGENCY/GOVERNING AUTHORITY CONTACT INFORMATION**

AGENCY/GOVERNING AUTHORITY NAME: \_\_\_\_\_

AGENCY/GOVERNING AUTHORITY CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

AGENCY/GOVERNING AUTHORITY CONTACT EMAIL ADDRESS: \_\_\_\_\_

BRIEF COMMODITY DESCRIPTION: \_\_\_\_\_ [NIGP COMMODITY CODE](#): \_\_\_\_\_

QUANTITY \_\_\_\_\_ ESTIMATED COST \$ \_\_\_\_\_

PURCHASING DIRECTOR/DESIGNEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

***PLEASE PROVIDE A DETAILED EXPLANATION WHY A REVERSE AUCTION IS NOT IN THE BEST INTEREST OF THE STATE:***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

***PLEASE PROVIDE AN ALTERNATIVE PROCESS TO SOLICIT BIDS THAT PROMOTES OPEN COMPETITION:***

\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

***DFA USE ONLY:***

APPROVED:  REJECTED:  APPROVED UPON CONTINGENCY:  DATE: \_\_\_\_\_

NOTES: \_\_\_\_\_

- Governing Authorities must submit completed form to [PPRB@DFA.MS.GOV](mailto:PPRB@DFA.MS.GOV). The email subject line must contain- **GOVERNING AUTHORITY NAME\_REVERSE AUCTION EXEMPTION** (Ex: HINDS COUNTY\_REVERSE AUCTION EXEMPTION)
- State Agencies must use MAGIC to request an exemption. An "OVAR" RFx type must be created with the Reverse Auction Exemption Form attached. Link to Reverse Auction Exemption Instructions: [OVERSIGHT APPROVAL REQUEST FOR REVERSE AUCTION EXEMPTION](#)
- All exemption requests must be submitted by the published deadline. The submission deadline schedule can be found at: <http://www.dfa.ms.gov/pprb/>