

 **ISD, Office of Strategic Sourcing**

**Consolidated Computer Purchase Program**

**Exemption Request Form**

Departments seeking exemptions to the County’s Consolidated Computer Programs (CCPP) must complete and submit this CCPP Exemption Request Form to the ISD, Office of Strategic Sourcing describing the business and technical impacts of using an alternative component’s model/configuration versus the County’s standard CCPP component’s model/configuration. The ISD, Office of Strategic Sourcing Associate will review the CCPP Exemption Request.

|  |
| --- |
| **Department Information** |
|  |
| Date: |  |
| Department: |  |
| Name: |  | Title: |  |
| E-Mail: |  | Phone: |  |
| Dept. CIO/IT Manager: |  | Signature: |  |
|  |
| **Instructions** |
|  |
| 1. **Review CCPP Specifications** to ensure that the alternative component’s model/configuration is not available. CCPP component’s models/configurations are located on the CCPP Intranet Website at <http://ccpp.lacounty.gov>.
2. **Complete the justification** for each CCPP component’s model/alternative configuration requested.
3. **Submit CCPP Exemption Request and Draft Requisition** via e-mail to procurereview@isd.lacounty.gov . The ISD, Office of Strategic Sourcing will review and act upon the CCPP Exemption Request Form within three (3) business days.
 |
| **Justification** |
|  |
| Brand/Model: |  |

|  |
| --- |
| 1. **Describe Department’s Business Need** below and how this request uniquely supports it. Provide specific detail why the CCPP component’s model/configuration will not meet the Department’s business need. Please provide justification that addresses business or technical impacts and all cost differentiators.

1. **Specify CCPP Configuration Fit-Gap.** Identifywhich discrete CCPP component’s model/configuration does not meet this business need and what are the proposed deviation(s): (e.g., memory, processor, screen size, etc.)

 |
| **ISD, Office of Strategic Sourcing Approval** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|

|  |  |  |  |
| --- | --- | --- | --- |
| ISD, Office of Strategic Sourcing Associate: |  | Signature: |  |

 |