

Attachment B - Substitution Request Form

Instructions

Substitutions **must** be intended for the duration of the contract and affect all equipment ordered after the effective date. All substitutions **must** meet the minimum specifications of the original equipment. All substitutions **must** be functionally equivalent to or better than, the original item and **must** be provided at the same or lower cost; or at same or greater discount for purchases. The Contractor **shall** only submit substitutions twice per year, June 1 - June 15 or December 1 - December 15.

Vendor Name:

Date Submitted:

AV Equipment Type:

Current Model Number:

Current Cost:

New Model Number:

New Cost:

Does new model meet
minimum specs?

****Contractor must attach documentation for the original item and the substitution item to verify minimum specifications when submitting this form to OSP. If for a Purchase order or Outline Agreement resulting from a contract award, Contractor must attach documentation from the agency verifying their approval of the substitution when submitting this form to OSP.***

OSP Buyer Name:

Date Approved:

Vendor Website Link Updated: