

MEMORANDUM FOR: 771 ESS/EGC  
1940 Allbrook Dr., Bldg 1  
Wright-Patterson Air Force Base, OH 45433

DATE

FROM: Activity Requesting Waiver "Template"

SUBJECT: Air Force Dorm Furnishings Blanket Purchase Agreement (BPA) Waiver Request

1. This organization requests a waiver to be authorized to purchase items outside of the existing mandatory use USAF Dormitory Furnishings BPAs.

2. **JUSTIFICATION:** *Justification for a waiver to purchase dormitory furnishings outside the Dormitory Furnishings BPAs must be specific and note the reason/reasons the current BPAs do not meet customer needs. Request must reference applicable market research and cost/benefit analysis of procuring dormitory furnishings outside of the BPA. The provided cost/benefit analysis shall include as a part of its narrative a calculation of the difference between the estimated cost of waived furnishing subtracted from the estimated cost of the closest available BPA furnishings. Customers must be aware that the lack of a certain color/style/vendor is not sufficient justification for a waiver. All items listed in the BPAs have been coordinated with each CONUS AF MAJCOM's respective Dormitory Furnishings activity and have been agreed upon in advance as items that meet needs/requirements for each existing/planned facilities within the CONUS. At a minimum, the Performance Work Statement(PWS) /Statement of Work (SOW) must be provided to understand requirement. Additional information may be requested.*

3. Point of Contact for this request is Mr John Smith, DSN 875-1234.

FULL NAME, GRADE/RANK  
Duty Title/Position

FULL NAME, GRADE/RANK  
Commander, Unit/Contracting Squadron

Attachment

1. PWS/SOW
2. Applicable Market Research
3. Cost/Benefit Analysis

1st Ind to AFMC/ESG, Date, Subject  
MEMORANDUM FOR Requestor

Waiver is approved/disapproved. Primary POC is Mr. Corey Minc, 771 ESS/EGC, DSN 787-8218. Alternate POCs are Ms. Jennifer Gallagher, 771 ESS/EGC, DSN 787-2161 and Mr. James Boys, 771 ESS/EGC, DSN 787-5684. All e-mail correspondence should be addressed to [furnishings.cc@wpafb.af.mil](mailto:furnishings.cc@wpafb.af.mil).

RICHARD J. BIGLER  
Director, AF Furnishings Commodity Council  
771<sup>st</sup> Enterprise Sourcing Squadron

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