



**CHANGE OF PROVIDER
“SPIN CHANGE “
AUTHORIZATION FORM**

NEW SPIN CHANGE RULES EFFECTIVE FOR 2011-12

- Allowed only if there is a legitimate reason to change providers (e.g. breach of contract or the service provider is unable to perform) **and**
- The newly selected service provider received the next highest point value in original bid evaluation, assuming there was more than one bidder

Applicant (School/Library)	
Funding Year	
Funding Request Number	
Description	
Name of Original Service Provider	

NEW SERVICE PROVIDER INFORMATION:

Company Name	
Service Provider Identification Number (SPIN)	
Address, City, ST, Zip	
Contact Person Name	
Contact Person Phone #	
Contact Person Email	

I AUTHORIZE KELLOGG & SOVEREIGN® CONSULTING, LLC TO SUBMIT THE SPIN CHANGES AS SHOWN ABOVE.

I certify that (1) the SPIN changes requested as shown are allowed under all applicable state and local procurement rules, (2) the SPIN changes are allowable under the terms of the contract, if any, between the applicant and its original service provider, and (3) I have authorized Kellogg & Sovereign® Consulting, LLC to notify the original service provider of our intent to change service providers.

CHECK ALL THAT APPLY	<input type="checkbox"/> I have attached a copy of the proposal from the new service provider and I approve the new proposal.
	<input type="checkbox"/> I authorize KSLLC to prepare an E-Rate contract for the new provider for signatures
	OR <input type="checkbox"/> I have attached a signed agreement with the new provider.
	For FY 2011, I certify that
	(a) <input type="checkbox"/> the old provider is not able to provide the products and/or services as originally proposed and
	(b) <input type="checkbox"/> the new provider listed received the next highest point value in the original bid evaluation
	OR <input type="checkbox"/> there was only one bid originally submitted.

Authorized Signature Date

Printed Name Title