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NEW VCE RELEASE PROCESS EFFECTIVE FEBRUARY 1, 2019

1 message

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Good morning. We have just been advised that **effective February 1, 2019** VCE is introducing a new process for submitting VCE release requests. It will be an electronic submission via their website. (The VCE release request mailbox will no longer function as of February 1.) You must submit all required documentation (i.e., a quote from another source verifying a lesser cost, etc.) along with the release request through the VCE web site. The Release Form is still available on their website. Below it you will see a "Send To" link which is how you will submit your documentation.

Please note that they are advising that their review will be completed within 72 hours (3 working days) of the initial receipt of the release. Once you receive an approved release form from VCE, you must forward to the procurement mailbox for submission to DPS. Please be sure to plan accordingly.

I have attached a copy of the new release request process for your reference. If you have any questions, please feel free to contact us. Feel free to share this information with anyone that I might have missed.

Thank you!

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Regards,
Liz

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