# DEPARTMENT OF TRANSFORMATION AND SHARED SERVICES

# OFFICE OF STATE PROCUREMENT

Sole Source Justification Form

Complete all sections of this *Sole Source Procurement Justification Form* and follow the steps specified in the *Sole Source Procurement Procedures*. Email the completed form to the Office of State Procurement review mailbox at [osp.review@arkansas.gov](mailto:osp.review@arkansas.gov) to ensure timely review.

# Procurement Unit Requesting the Sole Source Procurement

Requesting Department: Choose an item.

Requesting Division: Click here to enter text.

Purchasing Contact: Click here to enter text. Phone Number: Click here to enter text.

Email: Click here to enter text.

# General Information

Description of Service/Commodity: Click here to enter text.

Vendor Name: Click here to enter text.

Start Date of Resulting Contract: Click to enter date. Expiration Date of Resulting Contract: Click to enter date.

Contract Number (if available): Click here to enter text. Total Projected Cost: Click here to enter text.

# Why is the commodity/service needed?

Click here to enter text.

# How did the agency determine a lack of responsible competition exists for the commodity/service?

Click here to enter text.

# How did the agency determine the commodity/service can only be provided by one source?

Click here to enter text.

# Can requirements be modified so the commodity/service may be competitively bid? If not, why?

Click here to enter text.

# Are there patent, copyright, or proprietary rights that make the required commodity/service unavailable from other sources?

Click here to enter text.

# What would the requestor do if the commodity/service were no longer available?

Click here to enter text.

# What program consideration details make the use of a Sole Source Procurement critical to the requestor?

Click here to enter text.

# Provide additional details as needed.

Click here to enter text.