# DEPARTMENT OF TRANSFORMATION AND SHARED SERVICES

# OFFICE OF STATE PROCUREMENT

Special Procurement Justification Form

Complete all sections of this *Special Procurement Justification Form* and follow the steps specified in the *Special 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 Special 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.

# Identify the unusual or unique situation justifying a Special Procurement.

Click here to enter text.

# Identify the reason a competitive procurement is contrary to public interest.

Click here to enter text.

# Identify the expected duration of the unusual or unique situation.

Click here to enter text.

# Explain the reason the contract duration exceeds the expected duration of the unusual or unique situation, if applicable.

Click here to enter text.

# Identify the reason for choosing the selected vendor.

Click here to enter text.

# Provide additional details as needed.

Click here to enter text.