



SPECIAL PROCUREMENT JUSTIFICATION

Date: _____

Client and Department: _____

Vendor: _____

Total Projected Cost: \$ _____

Please address the following justifications that make a special procurement a valid purchasing option:

- a) the unusual or unique situation that justifies special procurement;

- b) why, under the situation presented, competitive procurement is contrary to the public interest;

- c) the proposed start date and end date and how long the unusual or unique situation that justifies special procurement as an alternative to competitive procurement is expected to last;

- d) if it exceeds the anticipated duration of the unusual or unique situation used to justify a special procurement, what rationale justifies making the duration of the contract exceed the anticipated duration of the unusual or unique situation used to justify special procurement;

- e) the contractor selected and the reasons for the selection of the contractor.

Procurement Services Approval: _____

Vice Chancellor of Finance & Administration Approval: _____

Date Approved: _____