

JUSTIFICATION FOR PURCHASING OUTSIDE A STATEWIDE CONTRACT

For use on all Statewide contracts. Attach to Std. 65, Std. 66 or Std. 213, as applicable.

This justification document consists of three (3) pages. All information must be provided and all questions must be answered. The "Required Approvals" section must include a date for each signature, as appropriate for the transaction.

Requesting Department Information

Department:

(*Includes Boards, Commissions, and Associations)

Department PAC:

(Type names. Do not sign. Must be same as signature below.)

Department CIO (IT Purchases Only):

(Type names. Do not sign. Must be same as signature below.)

Institution/Subdivision/District (if applicable):

Department Contact Information

Contact Name:

Street Address:

Telephone:

FAX:

Mailing Address:

E-Mail:

Required Contract Information

Applicable Contract and Identifying Information:

Estimated Purchase Order Amount:

\$

Provide a brief description of the acquisition, including all goods and/or services the contractor will provide:

Required Approvals			
Department PAC		Department CIO (If Applicable)	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
_____		_____	
PAC/Date		CIO/Date	
<div style="border: 1px solid black; padding: 5px;">For DGS Use Only</div> Tracking #		DGS-PD	
		<input type="checkbox"/> Approved	<input type="checkbox"/> Denied

		Contract Administrator/Date	

Complete responses must be provided for all of the following items.

A. THE GOODS REQUESTED ARE NOT AVAILABLE THROUGH A STATEWIDE CONTRACT FOR THE REASONS STATED BELOW:

1. Explain why the acquisition cannot be purchased through a Statewide contract. For IT purchases, explain why any applicable common configurations or awarded OEMs do not meet the Department's needs.

2. What are the consequences of not purchasing the goods or not contracting with the Department's proposed supplier(s)?

- 3. What market research was conducted to substantiate the justification for purchasing outside the Statewide contract, including evaluation of other items considered?**
(Provide a narrative of your efforts to utilize the contract, including a summary of how the Department concluded that the Statewide contract was either inappropriate or unavailable. If you obtained a quote from the Statewide contract, please attach.)

- 4. What is the Department's plan to ensure that Statewide contracts will be used in the future?**

- 5. How was the price offered determined to be fair and reasonable?**
(Explain what the basis was for comparison and include cost analyses as applicable.)