**OSP Justification Form**

**Critical Emergency Procurement**

Complete all sections of this form and follow the steps specified in the *Critical* *Emergency 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 Critical Emergency 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, if applicable: Click here to enter text.

Total Projected Cost: Click here to enter text.

Start Date of Resulting Contract: Click to enter date.

Expiration Date of Resulting Contract: Click to enter date.

According to Arkansas Procurement Law, endangerment of state property or the functional capability of a state agency circumstances, regardless of urgency, *do not* justify a Critical Emergency Procurement. Endangerment of human life or health that is not imminent *does not* justify a Critical Emergency Procurement.

**Identify the circumstances justifying an Emergency Procurement. Indicate how human life or health, state property, or the functional capability of a state agency is imminently endangered.**

Click here to enter text.

**Provide additional details as needed.**

Click here to enter text.