**OSP Justification Form**

**Special Procurement**

Complete all sections of this 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 to ensure timely review.

**Procurement Unit Requesting the 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.

Contract Number (if available): 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.

**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.