

STATE OF ARKANSAS

PROFESSIONAL - CONSULTANT - SERVICES JUSTIFICATION FORM

- I. Contract services are necessary because

- II. Were agency employees or other State agencies considered for these services? If not, why?

- III. The qualifications of individual or firm selected are

- IV. What was the method of procurement chosen? Check the appropriate box below:
() SBS Criteria () Request for Proposal (RFP) () Other
() Competitive Bid () Sole Source (Requires explicit justification)

Summary of Selection Procedure

Reason Contractor Selected

Justification for Sole Source

- V. List all other contractors submitting bids and amount of each bid.
List reason for not selecting lowest bid.

- VI. Has the contractor or employee of the contractor performed any services under the authority of a purchase order or any other method of procurement during the current fiscal year? If yes, explain.

- VII. Is there any intent to amend this contract in the future? If yes, explain.

Name of Agency _____

Justification By _____
(name) (title) (date)

Agency Director Approval _____
(signature) (date)