

**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)