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)