

## **SPECIAL CIRCUMSTANCES REQUIRED INFORMATION**

The information below must be incorporated into your agency justification letter when requesting authority to purchase under any of the following special circumstances: Emergency Purchase, Sole-Source Purchase, Purchase for Research, and Exemption from State Contract.

PLEASE NOTE THAT SOLE-SOURCE PURCHASES, PURCHASES FOR RESEARCH AND EXEMPTIONS FROM STATE CONTRACT PURCHASES REQUIRE PRIOR APPROVAL. REQUESTS FOR APPROVAL OF EMERGENCY PURCHASES MAY BE SUBMITTED AFTER THE PURCHASE HAS BEEN MADE.

### JUSTIFICATION

Please submit a justification in sufficient detail so that a person not familiar with the situation could be expected to understand the need to forego the normal purchasing procedure. The justification should be typed on letterhead and signed by the principal investigator. The Procurement Director or his/her designee of the agency submitting the request shall sign the letter of justification indicating review and approval of the request. As per Section 31-7-13 (j), the certification for an emergency purchase must be submitted on letterhead and signed by the executive head or his/her designee of the requesting agency. The Office of Purchasing and Travel will not consider a sole source letter from the vendor as the primary justification but will use this letter as additional information when considering the request. Consider the following questions when preparing the justification:

Emergency	Does it fall under the definition of an emergency set forth in Section 31-7-1 (f)? What happened to cause the emergency? What would be the negative consequences of following normal purchasing procedures?
Sole Source	Do other manufacturers make similar commodities that will do the same job or meet the same goals? How is this item unique from all others? What can this item do that the others can't? Is this item available from other distributors?
Research	What does the item do? How will this purchase or failure to make this purchase have an impact on the research? Is this item available from other distributors?
Exemption from State Contract	What is the state contract price for a comparable item? Is the quality level equal to or better than that on contract? What are the transportation costs? Have all applicable costs been included in the evaluation?