[](http://www.uark.edu/)

321 Administration Building, Fayetteville, Arkansas 72701

Phone: 479.575.2551 Fax: 479.575.4158

DATE

RE: Justification for Special Procurement, NAME OF PROJECT

To Whom It May Concern:

The University of Arkansas respectfully requests utilization of the Special Procurement Policy pursuant to Ark. Code Ann. § 19-11-263 per the following justification.

1. Unusual or unique situation that justifies special procurement:
2. Why, under the situation presented, competitive procurement is contrary to the public interest:
3. How long the unusual situation that justifies special procurement as an alternative to competitive procurement is expected to last:
4. Duration of the contract and, if it exceeds the anticipated duration of the unusual or unique situation, what rationale justifies making the duration of the contract exceed the anticipated duration of the unusual or unique situation:
5. Particular contractor selected and the reasons for the selection:

Thank you for your consideration.

Sincerely,

Linda K. Fast, APO, CPPO, CPPB

Manager of Procurement Services