



JUSTIFICATION LETTER



SECTION A: SALUTATION	Instructions for Completion:
To:	SECTION A: Address to Commissioner of Property & Procurement from Agency Head or Designee.
From:	SECTION B: Include account type & name, the contact person familiar with the request, all associated account codes (if federal, include the application attributes), The total amount of the request, and the most applicable need(s) for the JL. SECTION C: Choose side applicable to your request; Include Bid expiration date for goods, include proposed service period for services. SECTION D: Choose side applicable to your request; indicate supporting documents submitted with request. SECTION E: Strongly justify the selection of the awarded vendor; answer the questions "Who, What, Where, When, & Why". SECTION F: Select from the drop-down options provided the applicable statutory authority. SECTION G: Select from the drop-down options the most applicable description for this request. Agency CPO must review and approve prior to Agency Head's signature and DPP Commissioner's review and approval.

SECTION B: FUNDING DETAILS	
Account Type/Name:	Requester/Contact:
	Phone/Ext: Date Submitted:
	Email:
Account Attributes	Consolidated Application Attributes, <i>If Applicable</i>
<input type="checkbox"/> Org/Obj/Proj Codes:	Program Title:
<input type="checkbox"/> Org/Obj/Proj Codes:	Goal(s): Objective(s):
<input type="checkbox"/> Org/Obj/Proj Codes:	Version: Amended , if amended, date of last revision:
Requested Amount: \$	Describe the need for a Justification Letter:
The requested amount <input type="checkbox"/> exceeds or <input type="checkbox"/> does not exceed the limit for open market purchase of goods and services.	<input type="checkbox"/> Purchase is <\$5,000, but lowest bidder was not selected <input type="checkbox"/> Purchase is <\$5,000, but vendor is off-island <input type="checkbox"/> Purchase is >\$50,000 <input type="checkbox"/> Purchase is through a sole source/single-source Other:

SECTION C: VENDOR DETAILS	
<input type="checkbox"/> This request is for Goods.	<input type="checkbox"/> This request is for Services.
Complete and select one winning bid:	Complete and select one winning bid:
<input type="checkbox"/> Vendor 1: Bid amount: \$	<input type="checkbox"/> Vendor 1: Bid amount: \$
<input type="checkbox"/> Vendor 2: Bid amount: \$	<input type="checkbox"/> Vendor 2: Bid amount: \$
<input type="checkbox"/> Vendor 3: Bid amount: \$	<input type="checkbox"/> Vendor 3: Bid amount: \$
Winning bid's valid until date:	Winning bid's inclusive service period:

SECTION D: ATTACHMENTS	
This requisition for Good(s) is submitted with:	This requisition for Service(s) is submitted with:
<input type="checkbox"/> Scope of Work (SOW)	<input type="checkbox"/> Scope of Work (SOW)
<input type="checkbox"/> Solicitation (bid) request	<input type="checkbox"/> Executed contract
<input type="checkbox"/> Sole source documentation, <i>if applicable</i>	<input type="checkbox"/> Solicitation (bid) request
<input type="checkbox"/> Vendor quote(s)	<input type="checkbox"/> Sole source documentation, <i>if applicable</i>
<input type="checkbox"/> Debarment/Exclusion form	<input type="checkbox"/> Vendor quote(s)
<input type="checkbox"/> Other:	<input type="checkbox"/> Debarment/Exclusion form
	<input type="checkbox"/> Other:

SECTION E: JUSTIFICATION NARRATIVE
<i>Justify the activity and the use of fund(s) for the selected vendor. Goods and Services must be described with pertinent details and must match the quote and/or Scope of Work (SOW) submitted by the vendor.</i>

SECTION F: STATUTORY AUTHORITY DECLARATION
<i>Open Market Purchases: Justification for this purchase is sanctioned by Title 31, Section 239</i>

SECTION G: SIGNATORIES		
<p>_____ User Agency CPO, <i>If Applicable</i> Date</p> <p><input type="checkbox"/> Reviewed</p> <p>Comments:</p>	<p>_____ Agency Commissioner Date</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved</p> <p style="color: red;">BIT Approval required for Technology Purchases</p> <p>_____ BIT Director Date</p> <p>Approved Disapproved</p>	<p>_____ Asst. Commissioner or Designee Date</p> <p>Recommended: <input type="checkbox"/> Approval <input type="checkbox"/> Disapproval</p> <p>_____ DPP Commissioner or Designee Date</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved</p>

DPP ONLY: Purchase Requires a: PS Contract Supply Contract Construction Contract MOU MOA