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| **RFP Justification FOrm** | |
|  |  |
| Date: {---Date Entered---} Vendor Company Name: {---Vendor Company Name---} Internal Contact Name {---Internal Contact Name---} Purchasing Recommended Vendor {---Was this Vendor Recommended by Purchasing Department---} | Contract ID: {---Contract ID---} DBA (Doing Business As): {---DBA (Doing Business As)---} internal Contact Email: {---Internal Contact Email---} Contract Cost {---Contract Cost---} |
|  |  |

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| --- |
| **Description of Services** |
| {---Primary Business Purpose For This Contract---} |

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| **Justification for Non-Solicitation and/or Non-Low Bid Award** |
| {---Justification for NonSolicitation/RFP---} |