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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---} |