



CENTRAL CONTRACTS AND LEGAL SERVICES (CCLS)
Sole Source Amendment Justification

TO:

CONTRACT AND AMENDMENT NUMBER

TODAY'S DATE

Contractor's Legal Name

Contract Amendment's Purpose

Amendment Funding

FEDERAL FUNDING
\$

STATE FUNDING
\$

AMENDMENT TOTAL
\$

Amendment Dates – Start Date

***Must be more than 15 business days from date of request to CCLS.**

* AMENDMENT START DATE

END DATE

To Expedite CCLS' and DES' Review and Approval of the Amendment, please provide clear and compelling answers to the following justification questions.

1. What is the business need or problem that requires this amendment?

2. State the rationale for executing an amendment to an existing contract rather than competitively procuring the goods and/or services and awarding a new contract. Include how executing the amendment can most effectively achieve the agency's purpose.

3. Are the proposed services within the scope of the original contract or solicitation document?

☐ Yes ☐ No; if no, explain below:

4. Explain why the goods and/or services were not included in the terms of the original contract.

5. Explain what conditions have changed since the award and other applicable information that clearly justifies the decision to amend the contract.

6. If this amendment extends the period of performance or modifies the scope of work under the original contract, provide a detailed description of the additional market research conducted that supports this amendment.

7. What are the consequences of not having this amendment approved? Describe in detail the impact to the agency and to the services it provides if this amendment is not approved.

8. Are the rates the same as that negotiated under the original contract?

☐ Yes ☐ No; if no, explain below:

If your Sole Source was posted before July 1, 2024, and there has been no amendment since then, please answer the following three questions:

9. What kind of market research did the agency conduct to conclude that alternative sources were inappropriate or unavailable? Provide a narrative description of the agency's due diligence in determining the basis for the sole source contract, including methods used by the agency to conduct a review of available sources such as researching trade publications, industry newsletters and the internet; contacting similar service providers; and reviewing statewide pricing trends and/or agreements. Include a list of businesses contacted (if you state that no other businesses were contacted, explain why not), date of contact, method of contact (telephone, mail, e-mail, other), and documentation demonstrating an explanation of why those businesses could not or would not, under any circumstances, perform the contract; or an explanation of why the agency has determined that no businesses other than the prospective contractor can perform the contract

10. As part of the market research requirements, include a list of statewide contracts reviewed and/or businesses contacted, date of contact, method of contact (telephone, mail, e-mail, other), and documentation demonstrating an explanation of why those businesses could not or would not, under any circumstances, perform the contract; or an explanation of why the agency has determined that no businesses other than the prospective contractor can perform the contract.

11. Per the Supplier Diversity Policy, DES-090-06 and A.P. 13.27: Was this purchase included in the agency's forecasted needs report?

12. Describe what targeted industry outreach was completed to locate small and/or veteran-owned businessman to meet the agency's need?

☐ Confirm Program and Contractor agree that the drafted Contract Amendment document is in final form.

☐ If filing is considered late, obtain your Division Director and Fiscal Approvals.

If the filing is "late" (where the Amendment start date is less than 15 business days from date sent to CCLS for review, approval, and submission to DES), you must also complete and attach the Late Filing Justification form.