

Justification Letter Guidelines

This guideline outlines the essential components required when preparing a Justification Letter for purchases or contracted services that fall outside the standard competitive bidding process.

PURPOSE:

Justification Letters support procurement compliance by documenting the rationale behind specific purchasing decisions, especially when competitive quotes are not obtained. These letters are **required to be dated and signed by the Director of the respected department**.

COMPONENTS:

1. **Dates of Service**
Clearly state the start and end dates of the requested service or contract period.
2. **Cost of Service**
Include the total cost of the service, broken down if applicable (e.g., hourly rate, materials, labor, etc.).
3. **Work Terms**
Outline the payment terms, schedule, deliverables, and any other contractual obligations between parties.
4. **Summary of Work to Be Completed**
Provide a concise summary describing the purpose of the work or service being contracted.
5. **Scope of Services**
Define the full scope of the work, including specific tasks, milestones, responsibilities, and expectations of the vendor.
6. **Primary Point of Contact (POC) for the Company**
Provide the full name, title, phone number, and email address of the vendor's main contact person.
7. **Company Profile**
Include a brief background of the vendor/company, including years of service, qualifications, and relevant expertise.
8. **Justification for Not Obtaining Multiple Quotes (if applicable)**
If the competitive bidding process was not followed, provide a clear explanation. Common justifications may include:
 - Directed Source: The vendor is the only authorized or approved provider for the product or service.
 - Time Restrictions: There is not enough time to obtain quotes due to urgent operational needs or project deadlines.
 - Work Emergency: Immediate attention is required to prevent service interruption, safety issues, or damage.
 - Existing Contract: The vendor is already under an established agreement or contract such as: IUC (Inter-University Council), State of Ohio Term Contract, DAS (Department of Administrative Services), PCA (Purchasing Cooperative of America), NJPA (National Joint Powers Alliance), E&I (Educational & Institutional Cooperative Services), Other state or consortium-based contracts

FINAL REQUIREMENTS:

- **Date the Letter:** Include the date the letter is written/submitted.
- **Signature:** The letter must be signed by the Director of the department requesting the purchase of services.

SAMPLE HEADER FORMAT:

Department Letterhead or Name

Date: MM/DD/YYYY

Subject: Justification Letter for (Vendor/Service Name)

To: Procurement Department or Responsible Entity

BEST PRACTICES:

- Use clear and professional language.
- Be specific and detailed in all descriptions.
- Attach supporting documents as necessary (e.g., vendor quote, contract reference, emergency documentation).
- Retain a signed copy for departmental records.