



Request for Special Circumstance Procurement

1 CCR 101-9 R-24-103-208-04

A special circumstance exists where competition is required but procurement methods available in the code or rules are contrary to the public interest or not advantageous to the state. Examples of special circumstance include, but are not limited to: (i) the market is limited based on specific, tangible requirements; (ii) the market has not matured to the point of providing adequate competition; or (iii) disclosure of the requirements is contrary to the public interest. In these situations, the procurement official may initiate a special circumstance procurement following a determination of the chief procurement officer.

Instructions:

1. Save the document using "save as" to keep your answers.
2. Complete all fields below. Failure to provide all information may delay the processing of your request.
3. Include any documentation to support your request as attachments with the form.
4. If your request involves multiple transactions, submit a separate form for each request.
5. Submit the completed form, with attachments, to DPA_OSCRequests@state.co.us (copy and paste in your email).

SECTION A - Agency/IHE Information

1. Agency/IHE Name:
2. Requestor Name:
3. Procurement Official:
4. Has the Procurement Official approved this request? Yes No
If no, explain why:
5. Is there anyone else we should contact with any questions (include contact name, email and phone number)?



SECTION B - Vendor Information

1. Vendor Name:
2. Vendor Contact Information (Contact Name, Email, and Phone):

SECTION C - Description of Goods/Services

1. Describe in detail the goods and/or services to be procured:
2. Is this purchase a one-time purchase? Yes No
If no, identify approval period being requested:
Start Date (M/D/YYYY):
End Date (M/D/YYYY):
3. Estimated **Total Dollars** for this procurement:
4. Provide estimated cost breakdown of goods and/or services covered by this procurement:
Goods:
Services:

SECTION D - Justification

1. Was any market research done related to this procurement? Yes No
If yes, describe the market research that was conducted:



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2. Explain the reasons why this procurement qualifies as a special circumstance. Include the methods of source selection from the Procurement Code and Rules and provide reasons why they are not a good fit:

 3. If this request is NOT approved, what method of source selection would the agency/IHE use to satisfy the requirements of the Procurement Code?

SECTION E - Price Reasonableness

Price Evaluation:

1. Were the prices or rates compared to established catalog or market prices?
Yes No
2. Were the prices or rates compared to historical prices or rates for similar goods or services procured by in the past? Yes No
3. Was a cost or price analysis conducted? Yes No

If you answered "no" to 1-3 above, describe how the agency determined the prices were fair and reasonable, as required by §24-103-403 C.R.S. and §24-30-202 C.R.S. for this sole source:

SECTION F - Conflict of Interest

1. Do you have an actual or potential conflict of interest in this purchase request?
Yes No
If yes, please explain:



SECTION G - Additional Information

1. Provide any additional information that supports this request: