

The objective of this form is to capture all relevant documentation an Agency may have to assist the Department of General Services/Office of Administration ("DGS/OA"), Bureau of Procurement/Office of Information Technology ("BOP/OIT"), in expediting the source justification review process. This form must be completed electronically, signed, and submitted with all relevant documentation to DGS/OA. If a question is neither mandatory nor applicable, please indicate "N/A". Please use standard terminology and define acronyms.

IT sole sources must first be reviewed and approved through the DCIO/CoP process.

* = Required.

Navigation bar with buttons: New Form, Edit Form, ID 45771, Edit, and Status: In Process

SECTION A

Form section A containing Agency Name (Game Commission), Procurement Description (web conferencing), Supplier Name (LogMeIn USA, Inc.), and contact information.

SECTION B

Check the appropriate reasons for this source justification. Includes checkboxes for Sole Source, Material/Repair/Maintenance, Used Equipment, Professional Expert, Exempt (Law), and Feasibility.

SECTION C

Form section C with 11 questions regarding procurement features, source verification, and timing factors.

SECTION D

IMPORTANT*: The printed names on this form shall constitute the signatures of these individuals. Agencies must insure that these individuals review the completed form and give their consent to apply their printed name on this form.

Form section D for Shopping Cart Contact Person and Agency Contact Person, including fields for Name, Title, Date, and E-mail.

Attachment section with 'Choose File' button and 'No file chosen' status.

Buttons for 'Save Without Submitting', 'Save and Print Form', and 'Reset Form'.

Latest Version of Adobe Acrobat Reader is required to view these files, Get the latest version here.

Approval Process section with 'Send for Internal Approval' button and 'Submit' button.