

**FINANCE & ADMINISTRATION CABINET
OFFICE OF PROCUREMENT SERVICES
EFFECTIVE AUGUST 19, 2022**

Strategic Procurement Request (SPR1) for Competitive Exception Requests

On Friday, August 19th, the SPR1 form in eMARS was revised.

The **General Information tab** includes new fields.

- The new fields include Current or Previous Contract Document Code, Current or Previous Contract Document Department and Current or Previous Contract Document ID. Use these fields when your request relates to a current or previous contract.
 - For example, if you are requesting to purchase an IT item that OPS will need to add to an existing Master Agreement, you would enter that Master Agreement information in those fields. If you are requesting a NO BID contract because a current NO BID contract is near the contract expiration date and you need a contract for the new time period, you would enter the contract number of the contract that is expiring soon.
 - When you validate or submit the SPR1, eMARS will verify the number you entered.
- Other new fields are the Anticipated Start Date and Anticipated End Date. You will use these fields to convey the contract term of the requested contract/purchase. If you are requesting to purchase an item and you will be issuing a Delivery Order or Purchase Order for a one-time purchase, you will enter the anticipated purchase date. In this case, the Anticipated Start Date and Anticipated End Date may be the same date.
- The Description of Goods and Services is also a new field. This is where you will enter the information that was previously entered on the Purpose and Justification tab and should include a detailed description of the purchase or requested contract.
- A new Category and Sub-category for University Agreements is added. You will select this Category and Sub-category when you are requesting to contract with a state university or college and your request complies with the requirements of KRS 45A.690(1)(d)(4). This replaces the memos previously sent to OPS.reporting@ky.gov for approval. The memo is no longer required, only the SPR1.

The Purpose and Justification tab is now the **No Bid Justification tab**.

- This is where you will enter the information that was previously required on the Non-Competitive Request Form. You are no longer required to attach the Non-Competitive Request Form to the SPR1.
 - The justification on this tab must explain why the vendor is the only vendor that will meet the agency need, why no other vendors can provide a **comparable** good or service, if future related purchases from the vendor will be necessary (such as on-going proprietary maintenance) and the impact to your agency if the request is not approved.
 - DO NOT include an explanation about the phenomenal qualities the vendor possesses. DO NOT cut and paste the positive attributes and characteristics about the vendor from the vendor's website. That is not justification for a NO BID contract. If the required

justification is absent from the form, the SPR1 will be rejected so you can make necessary corrections.

- If you are requesting a Sole Source contract, you must attach a letter from the vendor verifying the vendor's status as a sole source and include patent numbers if the vendor is claiming a patented item or service.

If your SPR1 is for IT related goods or services you must continue to attach the Technology SPR1 Request Form.

Below is a screenshot of the new General Information Tab.

The screenshot shows a web-based form titled "General Information" with a sub-tab "NO BID Justification". The form is divided into two main sections. The left section contains fields for "Request Date", "Category", "Sub Category", "Document Name", "Vendor Name", "Description of Good and Services" (with a red asterisk), and "Cost" (set to \$0.00). The right section contains fields for "Procurement Folder", "Procurement Type ID", "Requestor ID", "Name", "Phone Number", "Email", "Requesting Dept", "Current or Previous Contract Document Code", "Current or Previous Contract Dept Code", "Current or Previous Contract Document ID", "Anticipated Start Date", and "Anticipated End Date" (all with red asterisks). At the bottom left, there are "Save" and "Undo" buttons.

Below is a screenshot of the new NO BID Justification tab.

The screenshot shows a web-based form titled "General Information" with a sub-tab "NO BID Justification". The form contains three text areas with instructions:

- Present Justification clearly substantiating that the item/services are the only items or services that meet the agency need and why are alternatives are unacceptable. If sole source, attach justification from the vendor demonstrating they are the sole manufacturer, distributor, or authorized agent. If emergency, explain the condition that created the threat or impending threat per KRS.45A.095. If University, explain agency need and state whether the agreement will result in use of university employee performing a duty that could be performed by employee of state government, if hired.**
- Future Purchases ? Explain how the requested purchase will obligate the agency to a particular vendor for future purchases (i.e. maintenance, proprietary items, supplies or equipment.)**
- Impact to Commonwealth or Agency ? Explain the impact if this request is denied.**

For **Modifications**, create a new SPR1 and reference the previous SPR1 number. Attach all relevant documents from the original SPR1.

Please email questions to Ask.KPI@ky.gov or OPS.reporting@ky.gov.