**Office of Procurement Services**

**SPR1 Instructions for Personal Service Contracts Exemption Requests**

Revised 7/15/2020

**Header**

Category: 0003 Personal Service Contracts

Sub Category: 0010 – PSC – Start Date; 0011 – PSC – Sole Source; 0012 – PSC – Not Practical to Bid

Document Name

Vendor Name

Cost: Contract Amount (Amount of the contract cannot exceed the amount approved on the SPR1. A modification to the SPR1 is required if contract exceeds SPR1 amount.

**Purpose and Justification Tab**

**Service Dates:** Contract Service Dates

**Requestor**: State the Cabinet/Agency

**Description:** Brief description of needed service and Sole Source, Not Practicable to Bid or Retro-Active Start Date justification.

1. **Sole Source**-Explain why this service is needed and why this is the only vendor capable of providing this service because of the unique nature of the requirement, the supplier or the market conditions. Attach a letter from the vendor on vendor letterhead explaining why they are the sole source provider for this service.
2. **Not Practicable to Bid**-Explain why this service is needed and why a RFP cannot be issued. Lack of time cannot be the sole reason for justifying why it is not practicable to issue a request for proposal.
3. **Retro-Active State Date**-List the eMARS Contract Number, and explain why the vendor was allowed to provide services prior to the contract being filed with the Government Contract Review Committee.

**\*Completely explain the reason for the exemption request in the Purpose and Justification section of the SPR1. Additional information, such has background and history, can be attached to the document header if needed. SPR1s will be rejected if Purpose and Justification does not include required information.**