

Justification for Brand Specification Request (This form must accompany the Project Request Form)

Brand Justification of Compelling Business Need	
Explain why only a brand specific model or type is acceptable.	
If brand products/services are already in place, what procurement method was used to acquire said products/services?	
Describe the Technical/Practical Benefits Driving the Compelling Business Need	
Compatibility:	
Cost-effectiveness:	
Efficiency:	
Interoperability and/or Consistency:	
Staff Expertise and Institutional Knowledge:	
Maintenance and Support:	
Synchronization with Peer Governmental, Educational, or Research Entities:	
Volume Discounts Over a Product Lifecycle:	
Other Factors for Consideration:	

By my signature, I acknowledge: (1) the agency/public university has determined it has a compelling business need to issue brand specifications, (2) the agency/public university certifies that there are multiple vendors or resellers who can offer the brand specified, and (3) the agency/public university has determined that issuing brand specifications is in the best interest of the State.

Name and Title (Agency Head/Public Institution CIO/Designee)

Signature

Date