

## COOPERATIVE PURCHASING/STATEWIDE/GSA

### USE JUSTIFICATION FORM

Department Name:

Contract # and Title:

Date:

In order to utilize the use of cooperative purchasing, statewide or a GSA contract the User Department is responsible for providing the following justification information:

1. Provide justification for the use of the cooperative purchasing/statewide/GSA contract your department would like to utilize:
  
2. Attach a copy of the cooperative purchasing/statewide/GSA contract document or the contract information.
  
3. Provide an explanation regarding the cost analysis conducted and why utilizing this contract is best value. Costs must be analyzed to ensure that the use is best value for the County. (check all appropriate)
  - leveraging benefits of volume purchasing
  - volume discounts
  - service delivery requirement advantages
  - reduction of cycle times
  - enhanced service specification

Additional information:

Prior to making the decision to utilize a cooperative purchasing, statewide or GSA contract, the Purchasing Director is responsible for conducting the following due diligence:

The Purchasing Representative must complete the following information:

1. Reviewed the justification for use from the User Department and determined the use of the cooperative purchasing/statewide/GSA contract is justified.  
 Yes  No
2. Obtained a copy of the cooperative purchasing/ statewide contract and other related documents (i.e., solicitation document, award letter, etc.) and determined that the contract is current (not expired).  Yes  No
3. Reviewed the cost analysis provided by the User Department and determined the following:
  - leveraging benefits of volume purchasing
  - volume discounts
  - service delivery requirement advantages
  - reduction of cycle times
  - enhanced service specification
4. Are the need(s) of the User Department met/achieved with the cooperative purchasing/statewide/GSA contract?  Yes  No
5. Is the entity is authorized to conduct/transact business in the State of Georgia?  
 Yes  No
6. If applicable, is the entity in compliance with the Georgia Security and Immigration Act (E-Verify)?  Yes  No
7. When applicable, if the contract is for services or professional services is the entity capable of providing Certificate of Insurance?  Yes  No

