

Justification Webform Instructions

Before starting a new **Justification Webform** to request an exemption from **TLGC 252** procurement bidding requirements, please ensure you have the following:

1. A valid vendor quote.
2. For Sole Source Exemptions only, a recent manufacturer's letter is required – The letter must be no older than 6 months and should explain why the product or service qualifies as sole source.

You are now ready to open the Justification Webform, begin by selecting "**Continue**" at the bottom of the first page, then return to "**Start**" and complete the date and contact information.

City of Round Rock Purchasing Justification Form			
Date:	*	Department Name:	*
To:	Purchasing	Requestor Name:	*
		Phone Number:	*

By clicking continue, I acknowledge that I have read and agree to the Adobe [Terms of Use](#). See our [Privacy Policy](#) for details on our privacy practices.

Continue

Section 1 select the applicable exemption from the list of options. If you are not sure which exemption applies, please contact your purchaser.

1. The undersigned is authorized and certifies that the following exemption is applicable to this purchase. Please check the criteria listed below that applies to this purchase request:

- Sole Source** (check one)
 - Items that are available from only one source because of patents, copyrights, secret process, or natural monopolies.
 - Films, manuscripts, or books.
 - Gas, water, and other utilities.
 - Captive replacement parts or components for equipment.
 - Books, papers, and other library materials for a public library that are available only from the persons holding the exclusive rights to the materials.
- Goods Purchased for Subsequent Retail Sale**
 - A procurement of goods being purchased for subsequent resale by the City.
- Public Calamity**
 - A procurement made because of a public calamity that requires the immediate appropriation of money to relieve the necessity of the municipality's residents or to preserve the property of a municipality.
- Public Health and Safety**
 - A procurement necessary to preserve or protect the public health or safety of the municipality's residents.
- Unforeseen Damage**
 - A procurement necessary because of unforeseen damage to public machinery, equipment, or other property.

Justification Webform Instructions

* Personal, Professional or Planning Services

- o A procurement of personal, professional, or planning services

* Other

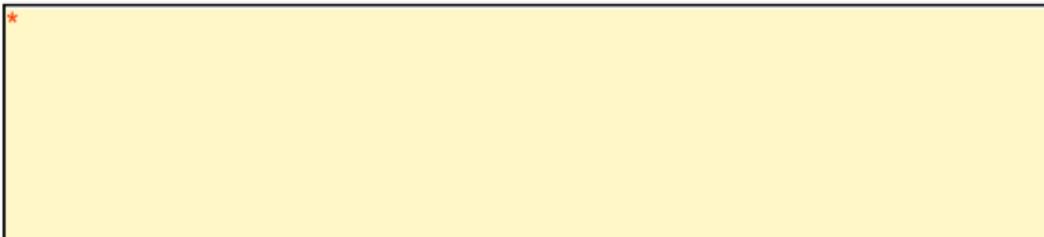
- o Cite the applicable Texas Local Government Code Chapter 252 exemption in the justification box below.

Section 2 describe why this purchase is exempt, include the following information:

- **Purpose of the purchase:** For example- operational continuity, regulatory compliance, or emergency response.
- **Function of the purchase-** explain the function it serves, e.g., maintaining critical infrastructure, ensuring employee safety, or meeting specific legal or contractual obligations.
- **Reason for exemption-** Explain why this purchase qualifies for an exemption, cite specific reason, such as sole-source availability, proprietary technology, or an urgent need that precludes the standard procurement process.
- **Consequences without purchase-** describe potential consequences, e.g., delays in operations, failure to meet compliance requirements, or increased costs due to alternative solutions.

Section 3 for all exempt Purchases “attach” the vendor proposal or quote to the web form. If the purchase being requested as sole source because items are available from one source due to patents, copyrights, secret processes or natural monopolies “attach” the manufacturers letter.

2. Justification: Describe in detail below why an exemption according to Section 252.022 of the Local Government Code is being submitted for this purchase. (Attach additional pages if needed)

* 

3. Attach and submit the following documentation that supports this justification as applicable.

- Vendor's proposal/quote. [* Click to Attach Attach Vendor Proposal/Qu...](#)
- If sole source a Manufacturer's letter declaring the purchase is sole source and why. The letter should be no older than 6 months old and signed by an authorized representative on company letterhead. [* Click to Attach Manufacturers Letter for Sol...](#)

4. Because the above facts and supporting documentation the City of Round Rock exempts this procurement from LGC Chapter 252 and intends to contract with:

Justification Webform Instructions

Section 4 enter the vendor's name and give a brief description of the purchase.

Section 5 selects whether the purchase will be made "one time" with the total dollar amount or is this a request for a "term contract"; insert the # of months and total dollar amount.

Next	4. Because the above facts and supporting documentation the City of Round Rock exempts this procurement from LGC Chapter 252 and intends to contract with:			
	<table border="1"><tr><td>Vendor Name: *</td><td></td></tr><tr><td>Description: *</td><td></td></tr></table>	Vendor Name: *		Description: *
Vendor Name: *				
Description: *				
	5. Check the purchase type and fill in the dollar amount and purchase term as applicable:			
	<input type="radio"/> This is a one-time purchase request for \$ _____			
	<input type="radio"/> This is a term contract request for _____ (# months) in the amount of \$ _____			

After Section 5 is completed, select the "Click to Approve" button that appears the bottom of the page

5. Check the purchase type and fill in the dollar amount and purchase term as applicable:
<input type="radio"/> This is a one-time purchase request for \$ _____
<input checked="" type="radio"/> This is a term contract request for <u>24</u> (# months) in the amount of \$ <u>80,000</u>
Purchasing Office/ Management Review: _____
Purchaser/Purchasing Management (over \$50,000) _____ Date _____
Approved by: _____
Department Manager, Asst Director, or Director _____ Date _____
By approving, I agree to this document, the Consumer Disclosure and to utilize electronic signatures.
<input type="button" value="Click to Approve"/>

Justification Webform Instructions

Once the “Click to Approve” button is selected, the requestor is prompted to enter the name and email address of the approving Department Manager, Asst Director or Director.

Assign to next participants ✕

To complete the form please enter the information for the next participant. They will receive an email to complete this form.

*** Participant 2** ▲

Please add the name and email of the Department Manager, Asst. Director or Director that will approve and electronically sign this exempt purchase request.

First name	Last name
<input type="text" value="Enter first name"/>	<input type="text" value="Enter last name"/>
Email address	Confirm email address
<input type="text" value="Enter email address"/>	<input type="text" value="Enter email address"/>

[+ Add Message](#)

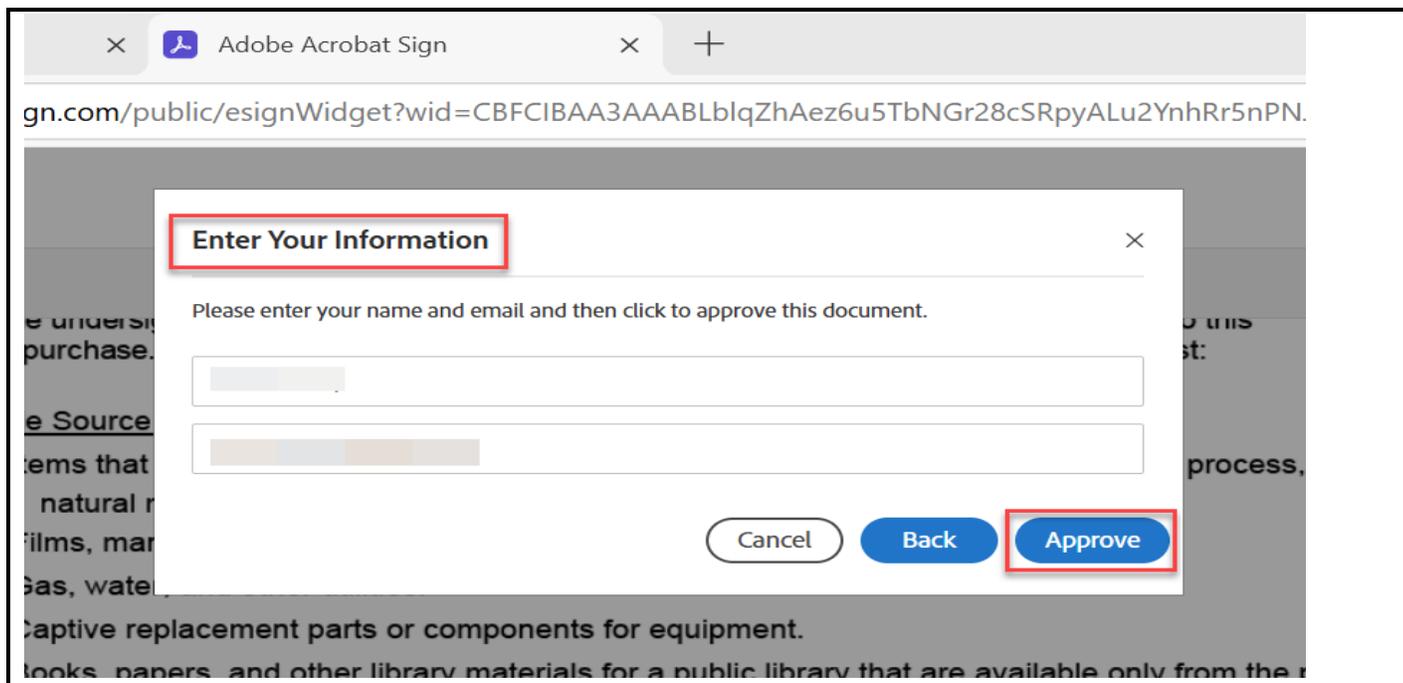
Public Calamity
A procurement made because of a public calamity that requires the immediate appropriation of money to relieve the necessity of the municipality's residents or to preserve the property of a municipality.

Public Health and Safety
A procurement necessary to preserve or protect the public health or safety of the municipality's

By approving, I agree to this document, the [Consumer Disclosure](#) and to utilize electronic signatures.

Justification Webform Instructions

The justification webform will then ask the requestor to confirm their own name and email address. Once this information is completed, select “Approve”.



Before the form is routed to department management for approval, Adobe will send an email to the requestor's City email account to confirm their identity.

Once the email has been confirmed, the form is routed to the designated department manager for electronic signature and then to the Purchasing Team for review and approval.

