

Exceptions and Changes

Exceptions

The IT Manager of ordering agency may request an exception to the Tier 2 Procedure based on one of the two reasons below.

- I. Business Need Justification
 - a. Definition: Only one contractor is suitable for the project.
 - b. Justification may include:
 - i. Contractor's previous effort on an agency project, expertise or experience not available from any other qualified contractors.
 - ii. Contractor is the foremost expert in this field
 - iii. Availability of contractor

- II. Sole Source Justification
 - a. Definition: there is only one source for the supply or service item
 - b. Justification must include:
 - i. Why this the only contractor that can perform the needed services

For both exception processes, the agency must adhere to the following:

- If the total project cost is within the agency's delegated authority granted by the State Procurement Bureau (SPB), agency must complete an internal justification. This is either the [Sole Source Justification](#) form or a memo describing the Business Need Justification to the agency procurement officer. The procurement officer must approve the request in writing and must maintain the request per the records retention requirements.

- If the total project cost exceeds the agency's delegated authority granted by SPB, the agency must submit the completed Sole Source Justification form or Business Need Justification memo describing the justification to the State Procurement Bureau. This must be submitted electronically to the SPB mailbox at: SPB@mt.gov. A formal response in memo format will be provided to each exception request.