Mr. Tom Ketterer
Director
DOA-Office of State Procurement
P.O. Box 94095
Baton Rouge, Louisiana 70804-9095

RE: Justification for Request for Proposal (RFP) Process

Dear Mr. Ketterer:

Please consider this justification for the Department of ***(department name)*** to utilize the Request for Proposal (RFP) Process as allowed under R.S. 39:1595.

***(Department Name)*** is requesting approval to use the RFP process regarding ***(RFP Name). (Description of Services)***. The estimated budget for these services is ***(list total budget)****.*

The attached Scope of Work outlines the services requested. The complexity of the requested services requires consideration of more than just price. The major areas of consideration are:

* Financial ***(Points)***
* Technical Proposal ***(Points)***
	+ (**List Evaluation Factors**)
* Hudson/Veteran Small Entrepreneurship (if applicable) ***(points)***
* Total Possible Points ***(points)***

If further information is needed, please call ***(phone number)*.**

Sincerely,

***SIGNATURE OF PREPARER***

**NAME OF PREPARER
TITLE**