



Procurement Services

To: Campus TechMart Users

From: Procurement Services

Date: 11/21/2022

Re: Updates to the Procurement Summary Justification Form

We are writing to inform you that effective November 2022, we have made several modifications to the Procurement Summary Justification Form. **The modifications only directly affect the noncompetitive justification portion of the form** and not the competitive justification portion. The modifications are to Section 1 (Identify why this is a noncompetitive procurement), and Section 3 (Supporting Statement/ Research) of the noncompetitive portion. **The principal modifications impact only purchase requisitions that are for existing maintenance service agreements that need to be renewed for an additional term.**

In Section 1 of the noncompetitive portion, we have added an 8th selection (check box) for rationale. The 8th selection is for renewals of an existing maintenance service agreement. **If you select the 8th check box, you will no longer be required to fill out Section 3 of the noncompetitive section**, meaning, no supporting statements or research must be documented. **However, you will still be required to select and certify the first two boxes (but not the third box) within Section 3, sign, and date.**

For further information and training about these modifications, please visit our training video on our Procurement website: [Procurement Summary Justification Form Changes](#). If you have any questions, please email or call the Procurement Services Hotline at procurementservices@caltech.edu / 626-395-8900.

Thank you.