Late Filing Justification Template

*Use the following optional justification template for preparing a late filing for the Sole Source Contracts Database (SSCD). Once completed, copy and paste the answers into the corresponding SSCD question and answer fields.*

**An explanation is to be submitted as part of the filing justification stating the following:**

* The reason for the late filing; and
* An explanation as to how a similar situation could be prevented in the future.

**Filings are designated "late" by DES when:**

* Contracts or amendments subject to the ten-working day filing period are filed with a requested start date that is l**ess than fifteen (15) working days from the date of filing**; or
* Emergency contracts are filed more than ten (10) business days after the start of work or execution of the contract.
* Exempt contracts are filed more than twenty (20) business days after contract execution.