



SOLE SOURCE / SOLE BRAND JUSTIFICATION FORM

This form is used to document sole source or sole brand purchases. Please provide a complete and detailed response to each question. Sole Source requests of \$100,000 or more require approval of the Vice President of Administration and Finance. Sole Source requests greater than \$250,000 require approval by the Office of the Chancellor.

This is a request for *(please check either/or)*:

- SOLE SOURCE** Product or service is available from only one vendor. Item is one-of-a-kind and is not sold through distributors. Manufacturer is sole distributor.
- SOLE BRAND** Various vendors can supply the specified model and brand and competitive bids will be solicited for the requested brand only.

Requisition Number:

Est. Price:

Description of Product/Service



Please answer the following questions diligently. A separate page may be attached if additional space is needed.

What are the unique performance features of the product or brand requested that are not available in any other product or brand? (Services: What are the unique qualifications that this vendor possesses?)

Why are the unique features required? (Services: Why are these unique qualifications necessary to perform the service required?)

What other items or brands were evaluated, rejected and why? Provide brand name, model, vendor name and contact, date contacted and prices quoted. A minimum of three vendors must be surveyed. (Services: What other vendors were evaluated, rejected and why?)



Sole source or sole brand requests shall not be justified on the basis of:

- **A lack of advance planning;**
- **Concerns related to the amount of funds available for the acquisition of the goods or services; or**
- **A previously bid (publicly bid or not) contract or purchase order for the same product or service.**

The utilization of unnecessarily restrictive specifications or solicitation requirements in a competitive procurement for goods or services in such a manner as to limit, directly or indirectly, competition to a single brand or single source does not provide for full and open competition, regardless of the number of sources solicited, and is prohibited. (ICSUAM 5206.100).

I am aware of State of California and CSU requirements for competitive bidding and the necessity for providing justification for limiting or eliminating opportunities for vendors who would like to do business with the State. I certify that the required information about the product or service has been gathered diligently and that a concentrated effort was made to review all comparable products and sources for this purchase/service as documented. I hereby certify the validity of the information contained herein and feel confident that justification meets the State's criteria for sole source/ sole brand purchasing.

Signature of Requester Date

Name:

Title:

Dept:

Signature of Approver (Dept. Head/Dean) Date

Name:

Title:

Dept:

Signature of Director of Procurement Date

Approved: _____

Vice President of Administration and Finance
(Sole Source Requests ≥ \$100,000) Date

Approved: _____

Contract Services/ Procurement Chancellor's Office
(Sole Source Requests ≥ \$250,000) Date