Requisition No. Prepared By: Department: Ext.

Item/Service Description:

The state of California mandates distinct and clear requirements for competitive bidding. A Sole Source/Sole Brand purchase is an exception to this normal procurement policy. Include requirements and documentation to warrant the exception. This document must be completed and signed, and may be subject to audit by the state. Indicate the type of justification:

[ ] **Sole Brand:** Only the requested brand of an item is acceptable. Bids are solicited from several vendors who can supply the justified sole brand.

[ ] **Sole Source:** The item/service is available from only one vendor.

The following are **NOT** appropriate causes to warrant sole brand/sole source

• **Personal preference for a product or vendor.**

**• Cost, vendor performance, local service, maintenance and delivery (factors evaluated in a competitive bid).**

**• Features that exceed the minimum department requirements.**

**• Need and use for the equipment, unless this information relates to unique factors.**

**• Requests for sole source, which appears to be based on the department’s evaluation of informal quotes. If more than one vendor is able to provide a quote based on specifications, the purchase does not fit the definition of sole source.**

Please provide specific responses to each of the following points. If there are questions, call **Contract &** **Procurement Management, ext. 45243** for assistance.

1. Unique performance factors of the product and/or vendor specified.
2. Specific factors are essential for the following reasons:
3. Reasons why other products and/or vendors have been examined and rejected.
4. Attach documents, which support that the item is available from one vendor (i.e., **letter from manufacturer, list of other vendors solicited who could not meet requirements**).
5. Technical specifications are attached. [ ] Yes [ ] No
6. **Estimated Cost $**

Sole Source/Sole Brand orders will be processed based on the clear merit of the justification required by law. Appeals for reconsideration may be made by the approving official to the Director of Contract & Procurement Management, who is responsible for the final decision regarding noncompetitive purchases.

**CERTIFICATION:** The undersigned acknowledges the State of California requirements for competitive bidding and the established criteria for justification of sole source/sole brand purchases. As the authorized division/college/department representative, I certify to the validity of the technical information and have verified efforts to review comparable and/or equal equipment/service as documented in this justification. This information meets the state’s criteria for sole source/sole brand, would withstand a vendor protest, and any subsequent audit by the state.

Required Signatures (All Dollar Amounts):

Signed:
 Requesting Department Official
Title: Date:

Signed:
Title: CPM Buyer – Approval Date:

Signed:
Title: CPM Director Date:

Signed:
 BFA Approving Official - **Approval Required** **if Greater Than** **$100,000.00**Title: Vice President of BFA Date:

Signed:
 Chancellor’s Office Approving Official – **Approval Required** **if Greater Than** **$250,000.00**Title: Date: