

DATE: JANUARY 1990

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REVISION DATE: OCTOBER 1992

A contract may be awarded without competitive sealed bids or proposals when the buyer makes a determination, after conducting with the requester a good-faith review of available sources, that there is only one source for the requirement. A written sole source/sole brand justification must be placed in the procurement file prior to awarding a contract on a sole source/sole brand basis.

Definitions

Sole Source - The required item or service is available from only one source.

Sole Brand - Due to the nature of the requirement only a single brand name product will meet your needs. Competitive pricing may be available from multiple sources. For example, it may be necessary to buy another Sony video camera to match others in your rental pool, however, there are several Sony dealers in the area that can bid on the requirement.

Application

If a requester feels that a procurement qualifies as a sole source or sole brand type procurement, a "Sole Source/Sole Brand Justification" form (attached) must be completed, properly approved, and submitted with the Purchase Requisition. Sole source/brand justification is required for Purchase Requisitions over \$500. The form, when properly completed and signed, serves as a recommendation to the buyer; and as such, may be approved or disapproved. If approved, the buyer will conduct negotiations as appropriate in order to obtain the price most advantageous to the University. Sole source/sole make requests which are disapproved will be submitted for competitive bid or proposal, if required by University regulations.

Completion of Form

The requester must include the following information on the Sole Source/Sole Make Justification form:

Item/Service Description:

Describe your "critical" needs, i.e., the specifications that dictate a sole source/brand.

Reason for Sole Source/Brand:

Why is the stated firm the only one that is able to meet your critical needs described above.

TITLE: SOLE SOURCE/SOLE BRAND JUSTIFICATION

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Substantiating Data:

List the other firms you contacted (at least 3 other firms).
State reasons why none of the other firms that you contacted
can meet your critical needs.

**Every Sole Source/Brand Justification form must be signed by the
requester. The Department Head must sign for purchases over
\$2,500.**

Revision:

1. Change dollar level in second sentence of Application
paragraph on page 1 from "\$2,500" to "\$500".
2. Change last sentence on page 2 to indicate requester
signature only up to \$2,500 and both requester and department
head signature over \$2,500.

SOLE SOURCE/BRAND JUSTIFICATION

INSTRUCTIONS: For Purchase Requisitions over \$2,500, briefly describe item/s or services being requested and list in detail reasons for requesting sole source designation. Include substantiating data such as: companies eliminated as potential sources and reasons why, technical data, etc. Since this is a request to depart from the mandated preference for competition, assertions without support cannot be considered. Sole source requests for items costing less than \$2,500 will be processed using this form; however, signature of Department Head or Dean is not required. The University buyer may require additional information, and remains the final authority in the determination of sole source acquisitions.

Item/Service Description: _____

Reason/s for Sole Source/Brand: _____

Substantiating Data: Your response to this section must substantiate your comments in the previous section, i.e.: What other makes, models, or supplier/s did you consider and reject and why? What actual adverse effects would result from the use of other equipment or supplies? Is this your own evaluation or did you rely on a colleague's judgement?

FOR THE REASONS STATED HEREIN, _____ is the only supplier or source acceptable to furnish the requested goods or services.

Requestor, Name and Title

APPROVALS:

Department Head or Dean

Purchasing Department