

***Purpose:** The State of California and the CSU system are committed to a program of active competition in the purchase of supplies, equipment and services, and require that all purchases/contracts from State and State-controlled funds be open and competitive. A sole source/brand request cannot be considered unless it clearly demonstrates that no other comparable products or sources can meet the functional needs of the University. Preference of a particular brand or source or time constraints may not be used as reasons for bypassing normal purchasing procedures. Please be aware that submittal of this form with departmental signatures does not necessarily constitute approval. Competitive procurement procedures will be followed unless the rationale presented clearly meets the State’s criteria for sole source or sole brand processing.*

Type of Transaction (check one)

- Purchase
- Purchase—Information Technology
(e.g., computers, software)
- Service
- Service—Information Technology
(e.g., computer maintenance, programming)

Justification for (check one)

- Sole Source (item or service only available from one vendor/source)
- Sole Brand (bids to be solicited for specified brand only)

Requested Vendor: _____ Department Name: _____

Requested Item(s)/Service: _____

Requisition #: _____ Total Amount: _____

JUSTIFICATION FOR SOLE SOURCE OR SOLE BRAND *(Attach additional detailed justification if necessary)*

1. Briefly describe why the requested item(s) or service is needed.

2. What are the **unique** performance features of the product specified, or if the requested vendor is the **ONLY** vendor able to complete the work, what are the unique performance abilities of the vendor?

3. Why are the unique product features **REQUIRED**, or why are the unique abilities of the vendor **REQUIRED**?

JUSTIFICATION FOR SOLE SOURCE OR SOLE BRAND (Attach additional detailed justification if necessary)

4. What other products have been evaluated and rejected, and the reason for rejection OR what other vendors that provide like services have been evaluated, rejected and the reason each were rejected? (Note: Rejection can only be based on the inability to meet one or more of the REQUIRED product features or performance abilities noted in response to question 2)

5. To “match or inter-member” is normally an acceptable justification for sole brand. If you determine this is a factor which should be considered, the quantity, manufacturer, brand, model, state property ID number of the existing equipment and necessity for “interfacing” must be provided below.

DEPARTMENTAL CERTIFICATIONS AND APPROVALS

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 technical information has been gathered 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 the justification meets the State’s criteria and will withstand a vendor protest or audits by the State Auditor General or other agencies. In the event of a protest, I understand I may be called upon to personally appear at a hearing to substantiate the validity of the justification.

Requestor: _____
Print Name Signature Date Ext.

Dean/Chair/Administrator: _____
Print Name Signature Date Ext.

PROCUREMENT & OTHER CAMPUS APPROVALS

Procurement & Contracts Services Approval: _____
(required on all) Print Name Signature Date

VP for Admin & Finance Approval: _____
(required \$100K & over) Print Name Signature Date

Chancellor’s Office Approval: _____
(required \$250K & over) Print Name Signature Date

Please submit to Procurement and Contracts Department at procurement@csudh.edu.