



SOLE SOURCE/SOLE BRAND JUSTIFICATION
COMMODITIES OR SERVICES

Requisition No.

Supplier:

Prepared By:

Ext.

Department:

Estimated Cost \$

Item/Service Description:

(From CSU Contracts and Procurement Policy, II.B.6. Sole Brand Sole Source Procurements (Rev. 12/4/2025))

COMPLETE THE FOLLOWING:

SECTION I. SOLE BRAND/SOLE SOURCE

(Check applicable box below for Sole Brand or Sole Source, then complete Section II)

It is the policy of the CSU to promote fair and open competition to the maximum extent possible. Sole brand and sole source are two procurement methods that limit competition. Any decision to limit competition may also have the effect of limiting the CSU's ability to minimize costs, negotiate favorable terms and conditions, and allow for alternate courses of action during disputes. These methods should only be used when it has been determined that a competitive procurement will not fulfill the requirements of the CSU. Each sole brand or sole source request must include a written justification explaining why the sole brand/source is necessary to satisfy the needs of the CSU.

The following are **NOT** appropriate causes to warrant sole brand/sole source and you should not proceed.

- **Personal preference for a product or vendor.**
- **Lack of advanced planning.**
- **Concerns related to the amount of funds available for the acquisition of the goods or services.**
- **A previously bid (publicly bid or not) contract or purchase order for the same product or service.**
- **Utilization of unnecessarily restrictive specifications (features that exceed the minimum department requirements).**
- **Review and evaluation of features and factors without open competition, is prohibited.**

☐ **Sole Brand:** is unique and essential to requirements, or required to match already procured items. This must also be a competitive process.

☐ **Sole Source:** determination has been made and approved in writing that only one source exists for the required product or service.

SECTION II. SOLE BRAND/SOLE SOURCE INFORMATION

Please provide specific responses to each of the following points. If there are questions, submit a [ServiceNow Procure-to-Pay Request](#).

I. Unique performance factors of the product and/or service required:

II. Specific justification for why these factors are required:

III. What other source/brands have been considered or rejected and why:



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IV. Attach documents, which support that the item is available from only one source (i.e., **letter from manufacturer stating only one source of supply, proprietary statement from manufacturer**).

V. Technical specifications or scope of services are attached.

☐ Yes

☐ No

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 Procure to Pay, who is responsible for the final decision regarding moving forward with 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 requirements. As the authorized division/college/department representative, I certify to the validity of the sole source request 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 requirements, would withstand a supplier's protest of such statement, and any subsequent audit by the state.

Required Signatures for Sole Source/Sole Brand Justification (All Dollar Amounts). Route for Approvals after CPM Draft review:

Requesting Department Official's Signature: _____

Name: _____ Title: _____ Date: _____

P2P(CPM) Buyer's Signature: _____

Name: _____ Title: _____ Review Date: _____

P2P Director or Designee's Signature: _____

Name: _____ Title: _____ Approval Date: _____

BFA Approving Official's Signature: _____

Approval Required if Greater Than \$250,000.00

Name: _____ Title: Vice President of BFA Approval Date: _____

Chancellor's Office Approving Official's Signature: _____

Approval Required if Greater Than \$1,000,000.00

Name: _____ Title: _____ Approval Date: _____