

SOLE SOURCE/SOLE BRAND JUSTIFICATION COMMODITIES OR SERVICES

Requisition No.	Supplier:	Prepared By:	Ext.
Department:			
Estimated Cost \$			
Item/Service Description	n:		
(From CSII Contracts an	d Procurement Policy ILR 5 a Sol	e Brand Sole Source Procurements (Ro	ev 12/13/2022)
COMPLETE THE FO	Ž.	branci sole source i roculements (in	34. 12/ 13/ 2022)
COMPLETE THE FC	LLO WING.		
	RAND/SOLE SOURCE below for Sole Brand or Sole Sou	arce, then complete Section II)	
procurement methods the procurement will not full	hat limit competition. These meth	nods should only be used when it he Each sole brand or sole source red	ble. Sole brand and sole source are two has been determined that a competitive quest must include a written justification
The following are NOT	appropriate causes to warrant sole l	orand/sole source and you should not	proceed.
	anning. essarily restrictive specifications ((features that exceed the minimum t open competition, is prohibited.	department requirements).
Sole Brand: is unique process.	ue and essential to requirements, o	r required to match already procured	items. This must also be a competitive
Sole Source: determine	ination has been made and approve	d in writing that only one source exists	s for the required product or service.
SECTION II. SOLE I	BRAND/SOLE SOURCE INFO	RMATION	
Please provide specific re 45243 for assistance.	esponses to each of the following po	ints. If there are questions, call Contr	ract & Procurement Management, ext
I. Unique perform	nance factors of the product and/or	service required:	
II. Specific justifica	ation why these factors are essential		
III. Justification as t	to why other products and/or servi-	ce providers have been rejected and ca	annot be considered:

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IV	Attach documents, which support that the its source of supply, proprietary statement is		e source (i.e., letter	from manufacturer	stating only one
V.	Technical specifications or scope of services	are attached.	∐Yes	□No	
may be	urce/Sole Brand orders will be processed base made by the approving official to the Directong moving forward with noncompetitive purch	or of Contract & Procureme			
for just to the v this just such sta	IFICATION: The undersigned acknowledges ification of sole source/sole brand purchases ralidity of the sole source request and have verification. This information meets the state's cratment, and any subsequent audit by the state. In the designatures for Sole Source/Sole Brand Justin and Signatures for Sole Source/Sole Brand Justin And Sole Source/Sole Brand Justin And Sole Source/Sole Sole Source/Sole Sole Sole Sole Sole Sole Sole Sole	requirements. As the author ified efforts to review compriteria for sole source/sole b	rized division/collegurable and/or equal rand requirements,	ge/department repres al equipment/service : would withstand a su	sentative, I certify as documented in pplier's protest of
Signed:					
	Requesting Department Official				
Name:		Title:		Date:	
Signed:					
Name:		Title: CPM Buyer		Review Date:	
Signed:					
Name:		Title: CPM Director or de	esignee	Approval Date:	
Signed:					
	BFA Approving Official - Approval Require	ed if Greater Than \$100,00	0.00		
Name:		Title: Vice President of Bl	FA	Approval Date:	
Signed:				_	
	Chancellor's Office Approving Official – App	proval Required if Greater	Than \$250,000.00)	

Name:

Title:

Approval Date: