





SOLE SOURCE/SOLE BRAND JUSTIFICATION  
COMMODITIES OR SERVICES

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 Contract & Procurement Management, 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:

Signed: \_\_\_\_\_

Requesting Department Official

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Name: \_\_\_\_\_ Title: CPM Buyer Review Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Name: \_\_\_\_\_ Title: CPM Director or designee Approval Date: \_\_\_\_\_

Signed: \_\_\_\_\_

BFA Approving Official - **Approval Required if Greater Than \$100,000.00**

Name: \_\_\_\_\_ Title: Vice President of BFA Approval Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Chancellor’s Office Approving Official – **Approval Required if Greater Than \$250,000.00**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Approval Date: \_\_\_\_\_