



Sole Brand / Sole Source Justification

INSTRUCTIONS Use this form whenever a specific brand product is required and no other alternative is acceptable or when a specific vendor is required and no other vendor is available and/or acceptable. See last page of this form for more information. Route completed form (pages 12) to Contract Services and Procurement.

SECTION 1: Type of Justification

Check only box below. Do not check both boxes. See last page of this form for more information.

Sole Brand Justification: The item being requested has unique performance features not found in other items but is available on the open market from multiple sources.

Sole Source Justification: The item being requested has unique performance features not found in other items and is available only from a single manufacturer or from a single dealer with distribution rights.

SECTION 2: Required Information

All questions below must be fully completed to support a sole brand or sole source procurement. Attach further documentation if necessary.

1. What is the particular product and/or vendor chosen?
2. What are the unique performance features of the product or brand you have specified that are not available from any other product/brand? (Services: What are the unique qualifications that this vendor possesses?) Please be specific.
3. Why are these specific performance features required to perform its intended function?
4. What other comparable models currently available were evaluated, rejected and why? Provide brand name, vendor name and contact, and date contacted (Services: What other vendors were evaluated, rejected and why?)

