

**Sonoma State University**  
**Financial Services**  
**SOLE SOURCE / BRAND APPROVAL**

When a request is made for a non-competitive purchase and the specifications limit the bidding to one source and/or one brand or trade name, the requestor must include a written justification with the requisition. Please note: In accordance with Executive Order 842, if the estimated cost is greater than \$250,000 the sole source will require Chancellor's Office approval. If the estimated cost is \$250,000 or less, the sole source request must be approved by the Vice President for Administration and Finance, in accordance with Executive Order 842.

This is a request for (please check one):

\_\_\_\_\_ SOLE SOURCE: Product or service is available from only one vendor. Item is one-of-a-kind and is not sold through distributors. Manufacturer is sole distributor.

\_\_\_\_\_ SOLE BRAND: Various vendors can supply the specified model and brand and competitive bids will be solicited for the requested brand only.

Requisition Number \_\_\_\_\_ Date \_\_\_\_\_ Est. Cost \$ \_\_\_\_\_

Prepared By/ Requestor's Signature \_\_\_\_\_ Ext. \_\_\_\_\_

Dept. Senior Director/Dean Approval \_\_\_\_\_ Date \_\_\_\_\_

A separate page may be attached if additional space is needed.

1. What are the unique performance features of the product or brand requested that are not available in any other product or brand. (Services: What are the unique qualifications of this vendor?)
  
  
  
  
  
  
  
  
  
  
2. Why are the unique features required? (Services: Why are these unique qualifications necessary to perform the service required.)
  
  
  
  
  
  
  
  
  
  
3. What other items or brands were evaluated, rejected and why? Provide brand name, model, vendor name and contact, date contacted and prices quoted. A minimum of three vendors must be surveyed. (Services: What other vendors were evaluated, rejected and why)?

Sole Source Justification Approvals

Recommended for Approval:

\_\_\_\_\_  
Deputy Controller, Contracts and Procurement

Date: \_\_\_\_\_

Sonoma State University Approved by:

\_\_\_\_\_  
Vice President for Administration and Finance

Date: \_\_\_\_\_

Office of the Chancellor, Contracts, Services and Procurement Approval By:

\_\_\_\_\_  
Executive Vice Chancellor or Designee

Date: \_\_\_\_\_