

Southern Polytechnic State University

SOLE SOURCE / SOLE BRAND JUSTIFICATION

(Not to be used for personal services)

Check Applicable Block

SOLE SOURCE*

DATE _____

SOLE BRAND

FOR ASSISTANCE IN COMPLETING THIS FORM PLEASE SEE PAGE 2

Proposed Source:

Telephone No.: _____

Fax No.: _____

2. **Scope of Work:** (Describe what the item/service is and how it is to be used)

If the requested product is an integral part or accessory compatible with existing equipment please provide- Existing equipment

Manufacturer

Model/Serial #

Dollar Value

3. **Exclusive Capability:** (Describe proposed source's unique capabilities and/or personnel to perform this work, and why this is the only source available.)
If your request is not for "Sole Source" skip this section.

State any extenuating circumstances or considerations

Sole Brand Justification:

***SOLE SOURCE JUSTIFICATION MUST INCLUDE "SOLE BRAND" JUSTIFICATION**

Date _____ Sole Source/Brand Approved _____ Procurement Manager

NOT VALID UNTIL REVIEWED AND APPROVED BY PROCUREMENT MANAGER

Instructions for Completing Sole Source/Sole Brand Form

Proposed Source: Provide the name and telephone number of the supplier (service) or manufacturer (item).

Scope of Work: Provide information to establish the context of the sole source, e.g., item's or service's function. Where and how the item or service is to be used, operational environment, previous experience or history, etc. Use layman's terms to identify any efforts made to locate other possible sources; such as, review of Thomas Register, Industry Organizations, Internet searches, Consultants, Requests for Information (RFI), Buyers Laboratory, Advertisements in Industry Publications, contact with Buyer, etc.

Exclusive Capability: Describe the proposed supplier's unique capabilities and explain why this is the only source available. Provide specifics. The following are examples in which Sole Source could be acceptable:

- Only the proposed source can furnish the services because of their previous Experience with SPSU. Having an alternative source duplicating these capabilities would result in excessive cost to the University. (Excessive cost must be quantified).
- Only one supplier can satisfy the technical requirements because of unique technical competence or expertise. (Technical requirements must be valid and verifiable).
- The item does not satisfy the requirements for Sole Source, but the use of any other manufacturer's product would result in excessive cost to the University. (Excessive cost must be quantified).
- Only one source possesses patents or exclusive rights to furnish the item/service. For example, the product is only available from the manufacturer, software developer, etc.) or only one supplier has the ability to furnish the item or service.

Other Extenuating Circumstances or Considerations: Include, as applicable, adverse impacts on the University if not using the proposed source, and other considerations not previously stated.

Sole Brand Justification: Some requirements may need to be provided by a certain manufacture (for example: to match existing uniforms). Use this block to explain why only a particular style, type or manufacturer is acceptable. A request for "Sole Brand" does not automatically eliminate bidding requirements, as the item may be available from more than one vendor.

APPLICABLE FOR SOLE SOURCE/SOLE BRAND JUSTIFICATIONS

- Components of a major assembly.
- Compatible items to be added to an existing system (provide GIT#, model #, manufacturer of existing equipment).
- Compatibility with substantial parts inventory and/or service capabilities.
- Physical design characteristics to satisfy aesthetic requirements.
- The requested product is essential in maintaining experimental continuity (give details).
- Matching and inter-membering with preponderance of existing equipment.
- Prepared A/V materials.

SOLE SOURCE AND/OR SOLE BRAND JUSTIFICATION FORM IS NOT APPROVED OR VALID UNTIL SIGNED BY THE PROCUREMENT MANAGER

Please contact the Procurement Office at extension 7469 for questions or further assistance in the completion of this form.