

Humboldt State University

Justification for Sole Source/Sole Brand Request

CSU Regulations require that Humboldt State University make purchases on a public competitive bid basis and award purchases and/or services to the lowest responsive and responsible bidder meeting specifications.

Sole source/sole brand purchases of commodities or services are exceptions to general procurement policies. Therefore, such requests should be made only when there is a legitimate justification and when adequate documentation to qualify for this exception is provided.

All requests for exception to this policy are subject to review and require approval from the Director of Contracts, Procurement and Accounts Payable prior to the issuance of a Purchase Order. Please answer all of the questions below. Attach additional sheets if necessary. Return to the Department of Contracts, Procurement and Accounts Payable.

Check one: **Sole Source:** Item or service is available from only one vendor.
 Sole Brand: Bids should be solicited for the requested brand only.

Item/Service Description (include vendor name or brand name and model number):

Is the requested item/service one of a kind? Explain how this was determined.

If Commodity: What specific features does this brand make and model offer that are not available elsewhere?

If Service: Why is the requested vendor the only one able to provide this type of service?

Why are these specific features needed for your department?

What other brands and models or service providers have been considered and why were they rejected?

Submitted by (Name):		Phone:	
Department:		Date:	
Approval:	Tawny Fleming, Director of Contracts, Procurement and Accounts Payable	Date:	

6/07/17