JUSTIFICATION OF SOLE SOURCE/SOLE BRAND REQUEST

This form is for Cal Poly Pomona Enterprises, Grants, and Campus Program requests.

To verify eligibility, requester is required to complete the following questionnaire in order to document justification and provide further information on the Sole Source/Sole Brand selected.

1. Is the item/service requested a one-of-a-kind product/service? Explain how it was determined that this vendor is the only vendor that offers the unique product/service.

2. What unique performance factors offered by this product/service specified are not available in any other vendor/brand? (Itemize and describe each.)

3. Why are these unique performance factors offered by this product/service required for the program?

4. What other vendors with comparable products/services have been evaluated? Why are they rejected? Provide vendor name, brand name, date & person(s) contacted.

5. Is the basis upon which the price/cost of the selected product/service was determined fair and reasonable?

I am aware of the Enterprises requirements for competitive bidding and the established criteria for justification of sole source/sole brand purchasing. As an Authorized Account signer, I have gathered the required technical information and have made a concentrated effort to review comparable/equal products. This is documented in this justification. I hereby certify the validity of the information and feel confident this justification of sole source/sole brand meets the Enterprises' criteria.

Requested by Date

Authorized Account Signer Date

Approved by Financial Services Date
Cal Poly Pomona Enterprises