

**Sole Source/Brand Name Justification  
Commodities and/or Services Greater Than or Equal to \$10,000.00**

Requisition Number:

Prepared by (Name and Department):

Extension:

Description of product(s)/service(s) itemize on separate sheet if necessary:

As a recipient of funding from a variety of federal/state agencies and private donations, SDSU Research Foundation must ensure price fairness and reasonableness by documenting the due diligence process. This can only be appropriately documented when the competitive bid process is used. In the absence of the bid process, the Sole Source/Brand Name Justification form must be completed and signed, and may be subject to audit. Indicate the type of justification needed.

Sole Source: The product/service is only available from one company

Brand Name: Only the requested brand is acceptable. Bids have been solicited from distributors of the specific brand

The following are not appropriate causes to warrant sole/brand name justification:

- Personal preference for a product or vendor.
- Cost, vendor performance, local service, maintenance and delivery (factors evaluated in a competitive bid).
- Features that exceed the minimum department/project requirements.
- Need and use for the equipment, unless this information relates to unique factors.
- Requests for sole source, which appear to be based on the departments/projects evaluation of informal quotes. If more than one company is able to provide a quote based on specifications, the purchase does not fit the definition of sole source.

Please provide specific responses to each of the following points. For assistance, you may call or e-mail the Purchasing department at 619/594-6891 or [sdsurfpurchase@sdsu.edu](mailto:sdsurfpurchase@sdsu.edu)

1. Unique performance factors of the product and company specified:

2. Specific factors are essential for the following reasons:

3. Reason why other products and/or companies have been examined and rejected:

4. Attach documents, which support that the item is available from one (1) company (i.e. letter from manufacturer, list of other companies solicited who could not meet requirement(s):

5. Technical specifications are attached.                      Yes                      No

**Certification:** The undersigned acknowledges the requirement for competitive bidding and the established criteria for justification of sole source/brand name purchases. As the authorized signer, I certify to the validity of the technical information and have verified efforts to review comparable and/or equal products/services as documented in this justification. This information meets the criteria for sole source/brand name, would withstand supplier protest and any subsequent audits.

Signature (Principal Investigator or Department head)

Date: