

SOLE SOURCE/SOLE BRAND REQUEST

By way of requisition number: _____ in the amount of \$ _____

_____ requests your approval to complete the procurement process with
(DEPARTMENT)

_____ without going through a competitive bid process.
(VENDOR/CONTRACTOR)

Please contact me at (818) 677-_____, should you require additional information.

Supporting documentation (quotes, specifications and requirements) attached. YES NO

REQUESTOR: _____ **DATE:** _____

PRINT NAME: _____ PRINT TITLE: _____

REQUIRED APPROVALS:

DEPARTMENT APPROVAL: _____ **DATE:** _____

PRINT NAME: _____ PRINT TITLE: _____

APPROVED: _____ DATE: _____

**Director, Purchasing and Contract Administration
(Procurement less than \$100,000)**

APPROVED: _____ DATE: _____

**AVP, Administration and Finance
(Procurement of \$100,000 or greater and less than \$250,000)**

APPROVED: _____ DATE: _____

**Vice President of Administration and Finance
(Procurement of \$100,000 or greater and less than \$250,000)**

CHANCELLOR'S OFFICE

APPROVED: _____ DATE: _____

Procurement of \$250,000 or greater

SOLE SOURCE-SOLE BRAND JUSTIFICATION:

Must clearly demonstrate there is only one source or only one supplier that can provide the goods or services in accordance with the requirements of the CSU, or the existence of limited rights in data patent rights, copyrights or secret processes makes the supplies or services available from only one source (However, the mere existence of such rights or circumstances does not in and of itself justify sole source procurement).

1. The unique performance factors required:

2. Why these factors are required:

3. What other source/brands have been considered or rejected and why: