



## SOLE SOURCE / BRAND NAME JUSTIFICATION

**Purpose:** As a recipient of funding from a variety of federal/state agencies and private donations, CSUSM Corporation 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.

**This form must be completed and submitted with your purchase requisition and additional supporting documentation. Incomplete justification or documentation for a request for a sole source procurement will result in delays or a solicitation of bids. CSUSM Corporation reserves the right to solicit competitive proposals or sealed bids for any procurement.**

Eligible for Sole Source/Brand Name:	Not Eligible for Sole Source/Brand Name:
<ul style="list-style-type: none"> <li>● Vendor has a proprietary process or license.</li> <li>● Requires compatibility with existing equipment/services.</li> <li>● Designated exclusive distributor for this product/service.</li> <li>● Maintain consistency of products during research testing.</li> <li>● Consultant is only one with unique mix of experience and knowledge/skill set that can provide the service needed.</li> </ul>	<ul style="list-style-type: none"> <li>● Personal preference for a product or vendor. (i.e. I worked with this vendor in the past and like their work.)</li> <li>● Cost, vendor performance, local service, maintenance, &amp; delivery (factors evaluated in a competitive bid)</li> <li>● Need and use for the equipment unless relates to unique features.</li> <li>● A product made by one manufacturer but sold by several vendors.</li> </ul>

GENERAL INFORMATION	SUPPLIER INFORMATION
Fund - Project #: _____	Supplier Name: _____
Requisition #: _____	Contact Name: _____
Requestor Name: _____	Email / Phone: _____
Procurement Type:    Supplies            Services            Lease            Equipment            Independent Contractor	

● What are you requesting to purchase & how does it support the project objectives? Provide a description of the goods/service you want to purchase.

For equipment or supplies provide Manufacturer Name: \_\_\_\_\_ and Model #: \_\_\_\_\_

- How was your investigation conducted and how did you determine your request may qualify as a sole source/brand name?
 

<ul style="list-style-type: none"> <li>General Internet Market Searches</li> <li>CSUSM University Contract (No. _____)</li> <li>CSU Master Contract (No. _____)</li> <li>Other (please list):</li> </ul>	<ul style="list-style-type: none"> <li>Federal vendor lists (e.g. SBA, SAM, GSA)</li> <li>Peer Recommendations</li> <li>Publications/Journals, Trade Shows, etc.</li> </ul>
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● List all sources you identified and investigated to determine no other source exists for similar products capable of meeting the necessary requirements:

### JUSTIFICATION for SOLE SOURCE or BRAND NAME purchase of \$10,000 and greater

Please indicate the type of justification:

- Sole Source:** Product/Service is only available from one vendor.
- Brand Name:** Only the requested brand is acceptable. Bids have been solicited from vendors of the specific brand.
- OSP Only:** The Federal/Pass-through entity expressly authorizes non-competitive proposals in response to written request.
- Public Exigency:** The urgency/emergency for the purchase will not permit a delay resulting from competitive bid solicitation.

1. Describe the uniqueness of the purchase and why this vendor/product/service is the only that can be chosen:

2. If the requested product/service is not procured, how will it impact your project ? Describe the specific factors of the product/service essential to your project objectives.

3. List the reasons why other vendors/products/services have been examined and rejected.

4. Explain how the price was determined to be fair and reasonable.

5. Attach documents which support the product/service: (a) is available from one company (i.e. letter from manufacturer, list of other companies solicited who could not meet requirement) **OR** (b) has a legal right (patent, copyright) which identifies it as Document(s) Attached: \_\_\_\_\_

6. Is this product/service identified by name, statement of work and dollar amount in a sponsored project proposal or award notice? If so, describe and attach the award documentation.

**PI/PPD CERTIFICATION AND SIGNATURE**

Please note that this certification is required to ensure compliance with Federal and State Law. Review it carefully before signing.

1. 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.

2. I certify, to the best of my knowledge, neither the principals, directors, owners, employees nor business associates (including respective family members) of the vendor selected are employees of CSUSM and/or CSUSM Corporation.

3. I certify that neither I, nor my cohabitating partner, nor any member of my immediate family, nor a business with which I or any of these individuals, am/are associated, a) has a financial or other interest in this vendor OR b) will derive a monetary gain or other tangible personal benefit as a result of the proposed contract with this vendor.

Printed Name: \_\_\_\_\_  
(Principal Investigator/Project Director)

Signature: \_\_\_\_\_  
(Principal Investigator/Project Director)

Date: \_\_\_\_\_

**CSUSM CORPORATION USE ONLY**

Reviewed by: \_\_\_\_\_  
(Print Name)

Approved by : \_\_\_\_\_  
CSUSM Corp. Executive Director/Designee

Signature: \_\_\_\_\_

Date: \_\_\_\_\_