



Justification For Single Source, Sole Source or Sole Brand

Source Name: _____

Address: _____
PO Box or Street Address *City* *State* *Zip Code*

Item or Service Required: _____

Sole Source: ☐ This item/service is available from only one source (i.e. single source). The item is unique and not sold through distributors. The item is a product or service which is the only product or service that satisfies the department's operational requirements, usually because of a technological, specialized, or unique character, or proprietary nature.

Sole Brand: ☐ Various vendors can supply the specified model and brand. Competitive bids will be solicited for the brand request only.

Single Source: ☐ When a department chooses one vendor to supply goods or services, even though other vendors are available. A department may choose a single source for strategic reasons, such as when a primary supplier offers a competitive advantage.

NOTE: When completing the justification section refers to the criteria listed on the next page prior to completion of this form, the requester should review the Board of Supervisor's Purchasing Policy PUR-PO-001-2019, page 8.

JUSTIFICATION

(continuation on back, attach additional pages if needed)

CERTIFICATION

I have gathered the required technical information utilizing the factors provided on page 2 and have made a reasonable and diligent effort to identify and review comparable/equal equipment. This is documented in this justification. I certify that the information provided in this justification is true and accurate to the best of my knowledge, and further affirm that this justification for a single source, sole source, or sole brand is accurate and appropriate for this acquisition.

Name of Requester *Signature of Requester* *Title*

Department Director Signature *Department/Agency* *Date*

PURCHASING DEPARTMENT ONLY

Reviewed By: _____

Approved ☐

Signature: _____

Rejected ☐

JUSTIFICATION

(attach additional pages if needed)



Criteria and Requirements For Single Source, Sole Source or Sole Brand

(THE FOLLOWING FACTORS SHOULD BE DISCUSSED AND INCLUDED IN YOUR JUSTIFICATION)

- **Requirements**

- A single source, sole source, or sole brand acquisition may only be approved if the dollar amount is no more than \$20,000 per single item and no more than \$50,000 per acquisition.
- Board of Supervisors' approval is required for single source, sole source, or sole brand procurement of any single item costing more than \$20,000 and when any single acquisition totals more than \$50,000.
- Any department requesting the issuance of a purchase order to purchase goods in excess of \$50,000 without the use of a competitive bid process, must first get Board of Supervisors' approval.
- Prior to seeking Board of Supervisors' approval for single source, sole source, or sole brand purchase of goods in excess of \$50,000, the single source, sole source, or sole brand request should be forwarded to Procurement Services for review ten (10) days prior to putting the letter on the Board's agenda. The Board letter justifying a single source, sole source, or sole brand purchase must include the vendor's name, the dollar amount of the purchase, and the justification for the purchase, all background information, and a statement as to whether Procurement Services concurs with the request.

- **Factors that may apply to commodities**

- Is this an emergency situation?
- If the product requested is one of a kind item, provide background information on the determination of how the product is "**one of a kind**".
- Provide information on why a particular product and/or contractor/vendor were chosen.
- Provide information on other contractors/vendors that were contacted and why they cannot provide the requested product. Is the selected contractor/vendor also the manufacturer?
- What unique characteristics does the equipment or material offered by the proposed contractor possess that is required to meet the county's needs?
- Provide information on other models available and why they were rejected. Provide brand name, model, contractor/vendor name, date, and name of each person contacted.
- To "**exactly match existing equipment**" or to "**inter-member (connect) with existing equipment**" is not normally an acceptable justification for sole brand. When you determine this is a justified factor that should be considered; the quantity, manufacturer, brand, model, property number of the existing equipment, and necessity for "**interfacing**" must be provided.
- Does the acquisition require compatibility with any existing county equipment?
- Is competition precluded because of the existence of patent rights, or copyrights?

- **Factors that may apply to services**

- Is this an emergency situation?
- What capability does the proposed contractor/vendor have that is critical to the specific effort and makes the contractor/vendor clearly unique compared to other contractors/vendors in the same general field?
- What prior experience of a highly specialized nature does the proposed contractor/vendor have that is vital to the proposed effort?
- Does the proposed contractor/vendor have a substantial investment that would need to be duplicated at the county's expense by another contractor/vendor entering the field?
- If timelines are involved, why are they critical and why can the proposed contractor/vendor best meet them?
- Is competition precluded because of the existence of patent rights, or copyrights?
- What unique characteristics does the equipment or material offered by the proposed contractor/vendor possess that are required to meet the county's needs?
- Is competition precluded because of existing equipment maintenance program, contracts, and warranties?
- Is the only contractor/vendor available or the only contractor/vendor who has responded to the proposed project?

- **Factors that do not apply**

(The following factors should not be included in your single source, sole source, or sole brand justification. They will not be considered and only confuse the evaluation process.)

- Personal preference for a product or contractor/vendor.
- Cost, contractor/vendor performance, local service, maintenance, and delivery are award factors in competitive bidding, not sole source justification.
- Features that exceed the minimum department requirement, for example “**heavy duty and quality**”.
- Explanation for the actual need and basic use for the equipment, unless the information relates to a request for “**unique features**”.
- The statement “**no substitutions**” will not be considered without completion of the “**Justification For Single Source, Sole Source, or Sole Brand**” form.