



CAL POLY POMONA PHILANTHROPIC FOUNDATION JUSTIFICATION OF SOLE SOURCE/SOLE BRAND REQUEST

Request for Purchase Order No. _____ **Item/Description** _____

SOLE SOURCE: ITEM IS AVAILABLE FROM ONLY ONE VENDOR

JUSTIFICATION: In memo form, please attach further information and justification for line items 1 through 8.

1. Is item requested a one-of-a-kind item? Explain how this was determined.

2. Why was this particular product and/or vendor chosen?

3. Can purchase be made from another vendor? If not, why not? Is chosen vendor the manufacturer?

4. Do you require an item with unique features to successfully perform your service? Why are these specific performance features required to perform your function? What is the function?

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5. What are the unique performance features of the product you have specified that are not available in any other brand or product? Itemize and describe each.

6. Are these features available in other models?

7. What other comparable models currently in production have been examined and why were they rejected? Provide brand name, model, vendor name, date and name of each person contacted. Complete "Telephone Quote Worksheet" on the reverse side of the requisition to purchase or attach written quotations from vendors.

8. To "match and inter member" is not normally an acceptable justification for sole brand. When you determine this is a justified factor, which should be considered, the quantity, manufacturer, brand, model, and the necessity for "interfacing" must be provided.



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I am aware of the Philanthropic Foundation requirements for competitive bidding and the established criteria for justification of sole source/sole brand purchasing. As an authorized account signor, I have gathered the required technical information and have made a concentrated effort to review comparable/equal equipment. 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 Foundation's criteria.

Requested by:

Date

Project Authorized Signor:

Date

Approval by Philanthropic
Foundation Accounting

Date