

SOLE SOURCE CRITERIA

Factors which may be applicable

Respond specifically to each question below in preparing a justification:

- Is item requested a one-of-a-kind item? Explain how this was determined.
- Why is this particular product and/or vendor chosen?
- Can purchase be made from another vendor? If no, why not?
- Is chosen vendor the manufacturer?
- 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?
- 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.
- Are these features available in other models?
- 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.

To "match and interface" is not normally an acceptable justification which should be considered. The quantity, manufacturer, brand, model of the existing equipment and necessity for "Interfacing" must be provided

Factors which may not be applicable

The following should not be included in your sole source/sole brand justification. They will not be considered and only tend to confuse the evaluation process.

- Personal preference for product or vendor.
- Cost, vendor performance, local service, maintenance, and delivery (these may be considered award factors in competitive bidding).
- Features which exceed the minimum department requirement, e.g. heavy duty and quality.
- Explanation for the actual need and basic use for the equipment, unless the information relates to a request for "unique factors".
- The statement "no substitution" will not be considered without completion of the "Justification for Sole Source/Sole Brand" form.

If you need assistance in completing your justification, please contact someone in Procurement.