

SOLE SOURCE/SOLE BRAND JUSTIFICATION CHECKLIST

Sole source purchases are defined by the North Carolina Purchase & Contract Division as clearly and legitimately limited to a single supplier. Sole source purchases are normally not allowed except when based upon operational compatibility with existing equipment, strong technological grounds, or upon a clearly unique and cost effective feature requirement. A sole brand limits the purchase to a single preferred product. Bids will be solicited from multiple vendors who can supply the justified sole brand at the best value to the University. The use of sole source or sole brand purchases shall be limited only to those specific instances which are totally justified to satisfy compatibility or technical performance needs.

Requisition Number: _____

Estimated Contract Amount: \$ _____

1. Please describe the item and its function:

2. Please check the block that best describes your reason for requesting a sole source purchase:

- Sole source request is for the original manufacturer or provider, there are no regional distributors.
- Sole source request is for the only greater North Carolina area distributor of the original manufacturer or provider.
- The parts/equipment are not interchangeable with similar parts of another manufacturer.
- This is the only known item or service that will meet the specialized needs of this department or perform the intended function.
- This is the sole provider of a licensed or patented good or service.
- This is the sole provider of items that are compatible with existing equipment, inventory, systems, programs or services.
- The equipment is needed for experimental, developmental or research work.
- This is the sole provider of goods and services for which the University has established a standard. (The requester must provide evidence where a standardization committee adopted the requested item as the University's standard. The committee's minutes should suffice.)
- This is the sole provider of factory-authorized warranty service.
- The vendor is a holder of a used item that would represent good value and is advantageous to the University.
- None of the above applies. The requester must attach a detailed explanation and justification for this sole source/sole brand request.

3. Explain why the product or service requested is the only product or service that can satisfy your requirements and why alternatives are unacceptable. Be specific with regard to specifications, features, characteristics, requirements, capabilities and compatibility. Attach additional pages if necessary.

I hereby request that a Sole Source / Sole Brand be approved for the procurement of the above stated equipment, commodity, or service.

PRINT NAME OF REQUESTOR

DEPARTMENT

SIGNATURE

DATE

FOR PURCHASING DEPARTMENT USE ONLY

APPROVED NOT APPROVED BUYER _____ DATE: _____

REASON FOR DENIAL: _____
