

**Brand Specific and/or Sole and Single Source Justification**

**(Orders over $5,000.00)**

**Policy**

For some items or services only one source may be available. A Sole Source is defined as being “One and only one source that possesses a unique product having singular characteristics or performance capability.” To purchase these items or services without competitive bidding, the Sole Source Justification Form must be completed and accompany the Purchase Requisition.

If the request exceeds $250,000 in cost, the request will be forwarded to the State Purchase and Contract Division for processing. If justified, the request will be certified as “Single Source” and purchased without formal bidding. If the Single Source request is under $250,000 and properly justified, it will be processed by the University Purchasing Department without further off campus review.

Sole and single source purchasing is an exception to State statues and purchasing policies. Related to sole and single source is an item being brand specific. Brand specific differs in that various vendors/suppliers can supply the specified model and brand. The final determination as to whether such an exception request is valid will be made by the Director of Purchasing and rest on the existence of a valid supportable requirement which is adequately documented.

**Procedures**

If you feel the item or service you require meets the conditions above, please fill out the Sole Source Justification Checklist and forward it to the University Director of Purchasing.

Information needed for the Checklist:

* The item and its function
* The name and address of the suggested supplier
* The reason for requesting a sole source purchase
* The reason why the product or service is the only product or service that can satisfy your requirements
* The name and address of other vendors who make similar equipment and why it fails to meet your specific needs.

Upon receiving the Sole Source Justification Checklist the Purchasing Department will review the checklist and inform you of its status.

**SOLE SOURCE JUSTIFICATION CHECKLIST**

Sole source purchases are defined by the North Carolina Purchasing & 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. The use of sole source purchases shall be limited only to those specific instances which are totally justified to satisfy compatibility or technical performance needs. Sole source justification cannot be based on quality or price.

Department:       Requestor:

Requisition Number:       Estimated Contract Amount: $

1. **Please describe the item and its function:**

1. **Please check the box 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 equipment is needed for experimental, developmental or research work.

[ ]  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 (please supply details under section 3 on the following page).

[ ]  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, research or services.

[ ]  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.

[ ]  This vendor is a holder of a used item that would represent good value and is advantageous to the

University. For validation of purchase, indicate the cost difference in detail under section 3 on the following page.

[ ]  This particular vendor and product must be used as specified in the grant that is authorizing this purchase.

 (a copy of the section of the grant that specifies the vendor and product must accompany the sole source

 justification.)

[ ]  None of the above applies. The requestor must attach a detailed explanation and justification for this sole

 source request.

1. **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 be approved for the procurement of the above stated equipment, commodity or service.

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| SIGNATURE | DATE |
| **FOR UNCP PURCHASING DEPARTMENT USE ONLY** |
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| □ APPROVED | □ NOT APPROVED | BUYER: | DATE: |
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| REASON FOR DENIAL: |  |
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Updated 11/2018