

Finance - P.O. Box 720130 - San Jose, CA 95172 - Ext. Zip: 0139

408-924-1400 - 408-924-1499 (fax)

As a recipient of funding from a variety of federal, state, and private agencies, the SJSU Research Foundation must ensure price fairness and reasonableness by documenting the due diligence process. This can only be appropriately documented when the competitive bid process is used. **In the absence of the bid process, the Sole Source/Brand Name Justification form must be completed and signed by the account signer.**

**Indicate the type of justification:**

**Sole Source:** The product/service is only available from one company.

**Brand Name:** Only the requested brand is acceptable. Bids have been solicited from distributors of the specific brand.

Requisition Number: _____	Department: _____
Prepared by Name: _____	Extension: _____
<b>Description of Product(s)/services(s) (itemize on a separate sheet if necessary):</b>	
_____	
_____	

**The following are not appropriate causes to warrant sole/brand name justification:**

- Personal preference for a product or vendor.
- Cost, vendor performance, local service, maintenance and delivery (factors evaluated in a competitive bid).
- Features that exceed the minimum department/project requirements.
- Need and use for the equipment, unless this information relates to unique factors.
- Requests for sole source, which appear to be based on the departments/projects evaluation of informal quotes. If more than one company is able to provide a quote based on specifications, the purchase does not fit the definition of sole source.

**Please provide specific responses to each of the following points (attach separate sheet if necessary).**

<b>1. Unique performance factors of the product and company specified that are not available on other brands:</b>
_____
_____
<b>2. Specific factors essential for the following reasons:</b>
_____
_____
<b>3. What other comparable models have been examined?</b>
_____
_____
<b>4. Technical specifications are attached:</b>
Yes                      No

**Certification:** The undersigned acknowledges the requirement for competitive bidding and the established criteria for justification of sole source/brand name purchases. As the authorized signer, I certify to the validity of the technical information and have verified efforts to review comparable and/or equal products/services as documented in this justification. This information meets the criteria for sole source/brand name, would withstand supplier protest and any subsequent audits.

Account Signer Printed Name: \_\_\_\_\_

Account Signer Signature: \_\_\_\_\_ Date: \_\_\_\_\_