



Procurement Department
Sole Source/Sole Brand

Please check applicable block

*Sole Source Justification

Request Number _____

Sole Brand Justification

Date _____

1. **Proposed Source**

2. **Scope of Work** (Description of materials/service to be provided.)

3. **Exclusive Capability** (Description of Proposed Source's unique capabilities and/or personnel to perform this work, and why this is the only source available.) **If not Sole Source, skip this section.**

4. **Sole Brand Justification**

***** SOLE SOURCE JUSTIFICATION must also include SOLE BRAND JUSTIFICATION and a letter from the Original Equipment Manufacturer attached to this form.

Originator

Agency Procurement Officer

Department Head

Purchasing Director



The University of Georgia

Procurement Department

Instructions for the Sole Source/Sole Brand Form

- Request Number** Provide the Purchase Requisition/Fund Request Number.
- Proposed Source** Provide the name and telephone number of the supplier (service) or manufacturer (item)
- Scope of Work** Provide Information to establish the context of the sole source, e.g. item's or service's function. Where and how the item or service is to be used, operational environment, previous experience or history, etc. Use layman's terms to identify any efforts made to locate other possible sources such as review of Thomas Register, Industry Organizations, Internet searches, Consultants, RFIs, Buyers Laboratory, Advertisements in Industry Publications, contact with Buyer, etc.
- Exclusive Capability** Describe the proposed supplier's unique capabilities and explain why this is the only source available. Provide specifics. Following are examples on which Sole Source could be acceptable.
- Only the proposed source can furnish the services because of its previous agency/institute experience. Having an alternative source duplicating these capabilities would result in excessive cost to agency/Institute. (Excessive cost must be quantified).
- Only one supplier can satisfy the technical requirements because of unique technical competence or expertise. (Technical requirements must be valid and verifiable).
- The item does not satisfy the requirements for Solo Source, but the use of any other manufacturer's product would result in excessive cost to agency/institute. (Excessive cost must be quantified).
- Only one source possesses patents or exclusive rights to furnish the item/service. (for example, the product is only available from the manufacturer, software developer, etc.) or only one supplier has the ability to furnish the item or service.
- Other Extenuating Circumstances or Considerations** Include, as applicable, adverse impacts on agency/institute of not using the proposed source, and other considerations not previously stated.
- Sole Brand Justification** Some requirements may need to be provided by a certain manufacturer (for example to match existing uniforms). Use this block to explain why only a particular style type or manufacturer is acceptable. A request for "solo brand" does not automatically eliminate bidding requirements as the item may be available from more than one vendor.