

Requisition #

**JUSTIFICATION FOR SOLE BRAND
SACRAMENTO STATE UNIVERSITY**

TO: Procurement Services
Riverfront Center, Room 215

SUBJECT: Justification for Sole Brand (solicit bids for only the specified brand)

Requested Item(s)

The questions on this form must be fully completed to support restrictive bidding, or no bidding at all. Only that can successfully meet the needs of the department (sole brand) can the request be processed as a solebrandprocurement.Attachadditional sheetsifnecessary.

1. Why is the requested item needed?

2. What are the UNIQUE performance features of the product specified?

3. Why are the unique performance features REQUIRED? (not merely preferred)

4. What other comparable products in the marketplace have been evaluated and rejected and why? (Note: Rejection can only be based on the inability to meet one or more of the REQUIRED performance features listed in question 2)

CERTIFICATION:

I am aware of the State of California requirements for competitive bidding and the established criteria for justification of sole brand purchases. As an authorized department representative, I have gathered the required technical information and have made a concentrated effort to review comparable products for this purchase. This is documented in this justification. I hereby certify the validity of the information and feel confident this justification for sole brand meets the State's criteria and would withstand an audit by the State Board of Control or a vendor protest.

Requestor Signature

Date

Requestor Name (type or print)

Extension

Department Name

Room Number