

Requisition #

**JUSTIFICATION FOR SOLE SOURCE  
SACRAMENTO STATE UNIVERSITY**

TO: Procurement Services  
Modoc Hall 3005

SUBJECT: Justification for Sole Source (item only available from one vendor)

Requested Item(s)

The questions on this form must be fully completed to support restrictive bidding or no bidding at all. Only when a sound, complete justification is provided to justify why the specified product is needed and why only the specified source can supply the requested item (sole source.) Attach additional sheets if necessary.

1. Why is the requested item needed?

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

[Empty response box for question 2]

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

[Empty response box for question 3]

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 source purchases. As an authorized department representative, I have gathered the required technical information and have made a concentrated effort to review comparable sources 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 or sole source 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)

Campus Extension

Department Name

Campus location