

Requisition #

**CONTRACT SOLE SOURCE  
SACRAMENTO STATE UNIVERSITY**

TO:            Procurement Services  
                Modoc Hall, Room 3005

SUBJECT: Justification for contracting with a specific vendor (sole source)

Vendor:

The questions on this form must be fully completed to support issuance of a contract without bidding. Only when a sound, complete justification is provided identifying why the specified vendor is the ONLY source that can successfully meet the needs of the department can the request be processed as a sole source. Attach additional sheets if necessary.

1. Why is the requested vendor needed?

2. Why is the requested vendor the **ONLY** vendor able to complete the requested work? i.e., what are the **UNIQUE** performance abilities of the vendor?

3. Why are the unique performance abilities listed above **REQUIRED**? (not merely preferred)

4. What other vendors that provide like services 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 abilities 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 contracts. As an authorized department representative, I have gathered the required technical information and have made a concentrated effort to review comparable vendors for this contract work. This is documented in this justification. I hereby certify the validity of the information and feel confident this justification for 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)

Extension

Department Name

Room Number