

## Sole Source/Sole Brand Justification

**(References to vendors includes consultants, and subcontractors)**

Chico State Enterprises (CSE) is committed to a program of active competition in the purchase of supplies, equipment, and services, and requires that all purchases using CSE or The University Foundation (UF) funds be open and competitive. As a recipient of funding from a variety of federal/state agencies and private donations, CSE must ensure price fairness and reasonableness by documenting the due diligence process. Such diligence can only be documented when the competitive bid process is used. In the absence of the bid process, the Sole Source/Sole Brand Justification form must be completed and signed by the PI or other designee. Before agreeing to engage with a vendor, a Sole Source/Sole Brand Justification and contract requires prior approval by CSE Procurement.

**A sole source/sole brand cannot be considered when another vendor can provide similar or comparable items or services.**

A sole source/sole brand can be considered when:

- There is a request for a sole source/sole brand purchase of goods and services totaling \$10,000 or more from a single vendor, within a twelve-month period, *and*
- A justification is provided that clearly demonstrates that no other vendor(s)/brand(s) can provide comparable goods and services that meet the functional needs of the CSE Project.

### Instructions:

Complete this form, document the quoted total price of goods and/or services, **attach vendor quote(s) or contract, including a detailed scope of work with price breakdown**, and fully answer the questions below. Email the completed form and supporting documentation as one single digital file (one combined pdf file; see [Adobe video tutorial](#)) to [cseprocurement@csuchico.edu](mailto:cseprocurement@csuchico.edu) for review.

1. Only a small fraction of CSE and UF purchases qualify as a sole source. Review the [Vendor Selection/Competitive Bids form](#) first to determine if a sole source is appropriate. If upon review you determine that your purchase may qualify as a sole source transaction, proceed to step #2 below. If your purchase cannot be considered a sole source transaction, please complete the Vendor Selection/Competitive Bids form.
2. Quoted total price:
3. Describe the project and what is being purchased or contracted for. Provide a brief description of the acquisition, including all goods and/or services the vendor will provide.

