



Sole Source/Sole Brand Justification

According to State of Georgia law and federal purchasing requirements, it is sometimes necessary to justify why a purchase is being made without seeking competition. The following resources are available for more information: 1) [A Guide to Sole Source & Sole Brand Procurement](#), and 2) [Guide to Federally Funded Procurement](#). Please review the resources to determine if you need to complete this form.

Please complete the below to request a sole brand or sole source:

1) Description of the product and / or service being purchased (when applicable include the manufacturer, product name, and description):

2) Estimated Cost (please note this form is only required for certain purchases \geq \$25,000): _____

3) Describe the intended use of this product or service:

4) Provide the following information for the proposed source: (Please attach a quote from the vendor to your UGAmart requisition)

Vendor Name _____

Contact Person at Vendor _____

Phone Number _____

Email _____

Is the recommended company the manufacturer? Yes No

Is the specific brand/model identified available from more than one source? Yes No

If so, this may be approved as a sole brand and bids may be solicited for the approved brand / model.

A sole brand / sole source may be justified for a variety of reasons. Please check all applicable boxes and provide further details supporting your request to purchase the product and / or service without competition.

The specific good / service is identified by name and statement of work and dollar amount in a sponsored grant or contract. (If so, please attach the grant / contract documentation to your UGAmart requisition.)

The specific good / service is needed to match existing equipment or is a part of a standardized program. (If so, please describe the negative impact of changing goods / services at this time).

The good / service is needed to retain research continuity.

The good / service complies with established University Standards.

Good / service is one-of-a-kind and is uniquely capable of meeting the University's needs.

- Please describe the University's needs: List the major features / capabilities that are required. Provide a brief explanation as to why these features are essential. What unique design / performance features does this good or provider of the service have that are essential to your requirements?

- Did you consider other goods or providers of services with similar capabilities? Please explain what steps you took to locate other potential sources. (Ex. internet research, inquiries to subject matter experts / peers, etc.)

- Indicate specific brands / models of competitors' products that were investigated and describe why they do not meet the University's needs.



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Other: If none of the above criteria describe your situation, please describe your justification for a sole source (ie why only one source can meet the University needs).

The good / service does not satisfy the above requirements of a sole source, but the use of any other vendor will result in excessive costs to the University. (Please explain why an alternative source would result in additional expenses and quantify the additional costs). For example, the requested product is one with which you (or you staff) have specialized training and/or extensive experience. Retraining would incur substantial cost in money and/or time.

I acknowledge the University's requirements for soliciting competitive bids for purchases over \$25,000.00 and the criteria for justification for Single Source/Sole Brand purchases. I have gathered the required technical information, have made a concerted effort to review comparable/equal equipment (e.g., market research), and further affirm that there is no real or potential conflict of interest involved in the selection made.

Signature _____

Name _____

Title _____