

County of Santa Cruz

Justification for Sole Source, Sole Brand, or Standardization

Source Name \_\_\_\_\_

Address \_\_\_\_\_  
(PO Box or street address) City, State, Zip)

Item or Service Required \_\_\_\_\_

Check all that apply:

- ( ) Sole Source: This item/service is available from only one source. Item is unique and not sold through distributors (i.e., manufacturer is a sole distributor.)
( ) Sole Brand: Various vendors can supply the specified model and brand. Competitive bids will be solicited for the brand requested only.
( ) Standardization Annual expenditures over \$15,000 should be approved by the Board
( ) Exceptions: Services cannot be easily transferred from one supplier to another as detailed in 2.4 of the Purchasing Manual.

Check all that apply:

- Expert professional services
Election supplies
Legal printing
Services for DA, County Counsel or Sheriffs
Appraiser services
Consultants of Board of Supervisors
Insurance
Existing Contract
Law fixes price
Other, define below

NOTE: When completing the justification section refer to the criteria listed on the next page.

JUSTIFICATION (attach additional sheets if required)

Four horizontal lines for justification text.

CERTIFICATION

I am aware of Santa Cruz County Procedures, Sections 2.4 and 3.4 of the Purchasing Manual (Title III, Section 100) concerning purchasing procedures and requisitioning. As an approved department representative, I have gathered technical information and have made a concentrated effort to review comparable/equal equipment. This is documented in this justification. I hereby certify as to the validity of the information and feel confident this justification for sole source/sole brand is accurate and appropriate for this acquisition.

This form was completed by:

Name of Requester Department Approval /Director or Representative Date

Date Purchasing Approval/Buyer Date

# County of Santa Cruz

## CRITERIA FOR SOLE SOURCE/SOLE BRAND

### A. Factors That May Apply

Respond specifically to each question below in preparing a justification, if applicable.

1. If the product requested is one-of-a-kind item, provide background information on how this was determined.
2. Provide information on why a particular product and/or vendor were chosen.
3. Provide information on other vendors that were contacted and why they cannot provide the requested product. Is the selected vendor also the manufacturer?
4. If unique features are required to successfully perform the required function, **specifically** identify what those features are and why they are required.
5. Provide information on other models available and why they were rejected. Provide brand name, model, vendor name, date and name of each person contacted.
6. To “exactly match existing equipment” or to “inter-member (connect) with existing equipment” is not normally an acceptable justification for sole brand. When you determine this is a justified factor that should be considered; the quantity, manufacturer, brand, model, property number of the existing equipment, and necessity for “interfacing” must be provided.

### B. Factors That Do Not Apply

The following factors should not be included in your sole source/sole brand justification. They will not be considered and only confuse the evaluation process.

1. Personal preference for a product or vendor.
2. Cost, vendor performance, local service, maintenance, and delivery are award factors in competitive bidding, not sole source justifications.
3. Features that exceed the minimum department requirement, e.g., heavy duty and quality.
4. Explanation for the actual need and basic use for the equipment, unless the information relates to a request for “unique features.”
5. The statement “no substitutions” will not be considered without completion of the “Justification for Sole Source/Sole Brand” form.

If you need guidance in completing this justification form, please call Purchasing.

<b>PLEASE NOTE:</b>
<ul style="list-style-type: none"><li>• It may not be necessary to complete/submit a new source/item justification. If the circumstances resulting in the original justification are unchanged, you may submit the original justification. Purchasing will advise you if a new justification is required.</li><li>• Email completed forms to <a href="mailto:GSDSupportingDocs@santacruzcounty.us">GSDSupportingDocs@santacruzcounty.us</a>.</li></ul>