



**JUSTIFICATION FOR SOLE SOURCE OR SOLE BRAND**  
**California State University, East Bay**

**4. Please list by name (brand or vendor) similar or competitive items/ services investigated and indicate why they were eliminated from consideration. Cost should not be a factor. (Note: Rejection can only be based on the inability to meet one or more of the required unique product features or performance abilities noted in response to question 2.)**

Note: Sole source or sole brand requests shall not be justified on the basis of:

- A lack of advance planning;
- Concerns related to the amount of funds available for the acquisition of the goods or services; or
- A previously non-competitively bid contract for which the price to the CSU was zero or substantially below fair market price and the results of such contract caused the sole source or sole brand to be required on future contracts.

The drafting or application of specifications or solicitation requirements for goods or services that are unnecessarily restrictive in such a manner as to limit, directly or indirectly, competition to a single brand or single source does not provide for full and open competition, regardless of the number of sources solicited, and is prohibited. A “brand name or equal” is a competitive process that allows bidders to propose equivalent items.

**I am aware of State of California and CSU requirements for competitive bidding and the necessity for providing justification for limiting or eliminating opportunities for vendors who would like to do business with the State. I certify that the required technical information has been gathered and that a concentrated effort was made to review all comparable products and sources for this purchase/service as documented. I hereby certify the validity of the information contained herein and feel confident the justification meets the State’s criteria and will withstand a vendor protest or audits by the State Auditor General or other agencies. In the event of a protest, I understand I may be called upon to personally appear at a hearing to substantiate the validity of the justification.**

Requestor Signature	Date	Dean, Chair, Admin. Signature	Date
(Print or Type Name)	Ext.	(Print or Type Name)	Ext.
Department Name		Title (Print or Type)	

Procurement Services Approval:  
(Required for all Justifications)

VP for Business & Finance Approval:  
(Required \$100K and over)