

# Sole Source Justification & Disclosure Statement

Reference: UC Davis Policy & Procedure Manual  
Section 350-25, Procurement Through The Purchasing Department

This form must accompany the Purchase Requisition whenever a sole source purchase is requested. State law subjects the University of California to competitive bidding rules. Purchase Requisitions for goods and services that are to be purchased from a specific vendor or limited to a specific brand, where substitutes to the suggested vendor or brand are unacceptable, must be accompanied by a written justification explaining the circumstances that make alternatives unacceptable. **The justification must be signed by the principal investigator, department chair, or director.** The individual signing the justification must disclose in writing whether or not he/she has a potential or actual conflict of interest. University employees are not to make or participate in any purchasing decision that places them in a conflict of interest between their official university duties and any other interest or obligation. University employees who have a business relationship or financial interest (including that of a near relative) in the suggested vendor, who are conducting research for the suggested vendor, or who have received or anticipate receiving gifts, honorarium, or research grants from the suggested vendor must disclose the conflict of interest. Anyone who has a conflict of interest can not participate in the decision to sole source the purchase.

The Director of Materiel Management or his/her designee will determine whether the justification is appropriate. Sole source justifications are to be supported by factual statements that will pass an internal or Federal audit. It is the salient features of a product that make it a sole source.

## Instructions

1. Please check all applicable categories (1a. through 1e) below and provide additional information where indicated.
  - a. The requested product is an integral repair part or accessory compatible with existing equipment.  
Existing Equipment: \_\_\_\_\_  
Manufacturer/Model Number: \_\_\_\_\_  
Age: \_\_\_\_\_ Current Value: \_\_\_\_\_
  - b. The requested product has unique design design/performance specifications or quality requirements which are essential to my research or teaching needs and are not available in comparable products.
  - c. The requested product is essential in maintaining research continuity or to remain in compliance with established University standards. (Check applicable category below.)
    - Requested product is being used in continuing research experiments;
    - Other investigators have used this product in similar research and, for compatibility of research results, I require it;
    - I have standardized the requested product and the use of another brand/model would require considerable time and funding to evaluate.
  - d. The requested product is one with which I (or my staff) have specialized training and/or extensive expertise.  
Retraining would incur substantial cost in time and/or money.
  - e. Other factors (provide detailed explanation in #2 below)
2. Provide a detailed explanation for categories checked in 1a. through 1e. above. **Attach additional sheets if necessary.**
3. Was an evaluation of other equipment, products, or services completed?  YES  NO. **If yes, please attach the results of the evaluation.**
4. List below the names of each individual who was involved in the evaluation, if conducted, and in making the recommendation to sole source this purchase. **Each individual must copy, complete, and attach a Disclosure Statement (see next page).**
5. I certify that the above information is true and a signed copy of this Sole Source Justification document will be kept on file and available for audit in my department:

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Signature

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Printed Name and Title

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Date

