Using The Sole Source Form > $100K

**Concepts**
- Competition is the standard approach to Purchasing. Sole Source is the exception to competitive bidding.
- All purchases must demonstrate both Price Reasonableness and Source Justification.
- Before completing the form, it is strongly recommended that a sole source purchase be discussed with a Campus Buyer to assess whether a sole source is necessary.
- All requests will be reviewed by Supply Chain Management, Procurement Services before a purchase will be authorized.
- A Sole Source Form must be completed and approved for every purchase > $100K where a sole source is requested without competitive bidding being completed.

Accessing the Sole Source Over $100,000 Form
1. Navigate to Shop>Shopping>Go To> View Forms and select the Sole Source Over $100,000 Form.

Completing the Form

**Section 1: Supplier Information**
1. Enter Supplier: Enter the desired supplier name
2. Supplier Search: Through search supplier you can search and select a supplier. These suppliers are those in the UC Berkeley BFS vendor database.

**Section 2: Product/Service Specifications:**
1. Item: Enter the item description
2. Unit Price: Enter the unit price of the item/service.
3. Quantity: Quantity will always default to 1
4. Catalog No: Enter the catalog number (SKU) of the required item if known.
5. Manufacturer Name: Enter the name of the item's manufacturer, if known.
6. Manufacturer Model Number: Enter the part number of the item's manufacturer, if known.
7. Taxable: Check to indicate when a particular item is considered taxable and the system will flag this order as taxable.

**Section 3 Supporting Documentation for Request**
I. Check the category most applicable to your requirement: Choose one of the 3:
   a. No Substitute, Single Source, or Sole Source: Specified item is required due to uniqueness, research continuity, etc.
   b. Single Source: Only the designated Supplier is acceptable, others may exist.
   c. Sole Source: No other known source or the only source meeting specification requirement.

II. Check the description(s) most applicable to your requirement:
   ✓ Item has characteristics unique to a single manufacturer essential to the proposed use.
   ✓ Proprietary repair or replacement item
   ✓ Supplemental or accessory item required from the same manufacturer.
   ✓ Required for test and evaluation
   ✓ Emergency acquisition as defined in Business 43
   ✓ Designed fabricated equipment

III. Defining Item / Supplier uniqueness:
Each text box has room for 500 characters. If additional space is required for the justification, please attach more supporting documentation to the Internal Attachments section on the form.
   A. What are the unique requirements…? – Explain the specific requirements the product/service will fulfill that are essential to its business or research purpose.
   B. How are these requirements critical to your needs? – Explain why only this item or service can be used to meet the needs.
   C. What other suppliers were considered…? – Include brand names of goods and names of other suppliers assessed for the product or services. Why were the other suppliers not acceptable?
   D. Why is this make, model, service, or supplier the only one acceptable? – Is it one of a kind, only part compatible with existing products, etc.?

**The Basics**
Product/Services are available from only one supplier AND must meet at least one of the following criteria:
- One of a kind: Has no competitive product alternatives available on the market.
- Compatibility: Must match existing brand of equipment.
- Replacement Part: Replaces an existing part for a specific brand of existing equipment.
- Research Continuity: Critical for continuing research.
- University Standards: Must comply with established University standards.
- Unique Design: Must meet physical design or quality requirements

OR
- Delivery date: Only one supplier can meet necessary delivery requirements.
- Emergency: URGENT NEED for the item or service does not permit competitive bidding, as in cases of emergencies, disasters, and other unexpected critical situations

A Reasonable Price is one that does not exceed that which would be incurred by a prudent person in the conduct of a competitive business. Reasonable price can be established by:
- Competitive Bidding
- Market test
- Price or Cost analysis
- Set by law or regulation

A reasonable price need not be the lowest price available, but is one which offers the highest total value to the University.