

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. Manufacturer Name and Model are required for inventorial equipment.
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.