



SOLE/SINGLE SOURCE OR PIGGYBACK PURCHASE JUSTIFICATION

Vendor:	Campus/Department:
<input type="checkbox"/> Sole Source	Brand/Product:
<input type="checkbox"/> Single Source	Approx. Cost of Product:
<input type="checkbox"/> Piggyback	

Pursuant to Purchasing Policy, Administrative Procedures 6340, Sole/Single Source and Piggyback purchase requests & approvals must be performed in advance and shall be supported by written documentation. This form and appropriate supporting documentation fulfills that requirement. Sole/Single Source and Piggyback contracts require Board Approval. Piggyback contracts are awarded for the length of the agreement for use for all departments within the District.

Initial all entries below that apply to the proposed purchase. Attach supporting documentation and justification memo as described below (More than one entry will apply to most sole/single source products/services for purchase requested).

1. _____	Sole source request is for the original manufacturer or provider, there are No regional distributors. (Attach the manufacturer’s written certification that no regional distributors exist. Item no. 4 also must be completed.)
2. _____	Sole source request is for only greater Santa Clara county area distributor of the original manufacturer or provider. (Attach the manufacturers — not the distributor’s — written certification that identifies all regional distributors. Item no. 4 also must be completed.)
3. _____	The parts/equipment/service is not interchangeable with similar parts/equipment/service of another manufacturer/provider. (Explain in separate memorandum.)
4. _____	This is the only known item/service that will meet the specialized needs of this department or perform the intended function. (Attach memorandum with details of specialized function or application.)
5. _____	The parts/equipment is required from this source to permit standardization. (Attach memorandum describing basis for standardization request.)
6. _____	California multiple award schedule (CMAS) purchase contract no:
7. _____	“Piggy-back”/umbrella purchase on another government entity’s contracts, provide public agency’s name, contract or bid number, contact information, contract start & expiration date, proof of publication, notice of award. Contract no:
8. _____	None of the above applies. A detailed explanation and justification for this sole source request is contained in attached memorandum.

- The undersigned requests procurement from the vendor identified as the sole/single source supplier of the material/service described in this sole/single source justification and is authorized as a sole/single source for the material/service.
- The undersigned requests procurement from the vendor identified by way of Piggyback described in this justification.

Requestor _____

Dean/Supervisor _____

Date: _____

Date: _____

Sole Source Guidelines

Items have unique performance features not found in other items **and are available only** from a one vendor, single manufacturer/dealer with exclusive distribution rights.

1. That there is only one source or only one supplier that can provide the goods or services in accordance with the requirements of the District. A certification from the vendor why these may not be available from others.
1. The existence of limited rights in data patent rights, copyrights or secret processes make the supplies or services available from on only one source.
2. Addition of new work that was not within the scope of or incidental to, the original contract scope of work, either as part of the base contract or as an option, is subject to sole source requirements.
3. To match or intermember is an acceptable justification of sole source when you provide specific information regarding the equipment you are matching.

Single Source Guidelines

Items have unique performance features not found in other items **but are available on the open market** from multiple vendors.

4. Unique and essential to the District's requirements, thereby precluding consideration of a product manufactured by another company, or
5. Required to match other similar product already in place and the use of an alternate product would cause the District to incur substantial additional costs, and you provide specific information regarding the equipment you are matching.

FACTORS WHICH DO NOT APPLY TO SOLE SOURCE

The following should not be included in your justification as they will not be considered and only tend to confuse the evaluation process:

6. Personal preference for product or vendor.
7. Lack of advance planning.
8. Concerns related to the amount of funds available (e.g., funds will expire) to the District or activity.
9. Cost, vendor performance, local service, maintenance and delivery (these may be considered award factors in competitive bidding).
10. Explanation for the actual need and basic use for the equipment, unless the information relates to a request for unique factors.
11. The statement "No Substitution" will not be considered without completion of the Sole Source Purchase Justification Form.

If the justification submitted is not sufficient, the justification will be returned to the requestor for additional information. Submission of this justification form does not indicate automatic approval. It is not approved until Board of Trustees approval is obtained.

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