

SOLE/BRAND INSTRUCTIONS

Before making a determination of Sole Brand, the State Entity Procurement Officer (APO/CUPO) should undertake reasonable research to determine if other products, equipment, services, etc. exist which can also meet the State Entity's needs in a timely manner. Sound procurement practice requires that Sole Brand procurement be used only as a last resort when all other resources have failed.

In a Sole Brand situation, the APO/CUPO is to complete this form and publicly post it with the solicitation when the procurement is handled at the entity level; or attach it to the Purchase Requisition form when the procurement is to be handled by the State Purchasing Division.

Sole Brand justification may be acquired from the end-user or the APO/CUPO, and should state why the particular item is needed and why no other brands/models will be acceptable.

- Request Number:** Provide the Purchase Requisition or Purchase Order Number.
- Proposed Source:** Provide the name and telephone number of the supplier (service) or manufacturer (item).
- Scope of Work:** Provide the information to establish the context of the sole brand, for example, the function of the item or service. Indicate where and how the item or service is to be used, operational environment, previous experience or history, etc. Use layman's terms to identify any efforts made to locate other possible sources such as review of Thomas Register, Industry Organizations, Internet searches, Consultants, RFIs, Buyers Laboratory, Advertisements in Industry Publications, contact with Buyer, etc.
- Sole Brand Justification:** Some requirements may need to be provided by a certain manufacturer (for example: "to match existing uniforms"). Use this block to explain why only a particular style, type or manufacturer is acceptable. A request for "Sole Brand" does not automatically eliminate bidding requirements, as the item may be available from more than one supplier.