



THE AMERICAN UNIVERSITY IN CAIRO
SUPPLY CHAIN MANAGEMENT OFFICE

Sole SOURCE / BRAND APPROVAL

REQUISITION NUMBER: _____ **DATE:** _____

Please fill in the following information. See reverse side for instructions and definitions. (Attach a separate page if room is not sufficient.)

This is a request for (please check one): _____ SOLE SOURCE _____ SOLE BRAND

1. What are the unique performance features of the product or brand requested that are not available in any other product or brand? (For services: What are the unique qualifications this vendor possesses?) Identify specific, measurable factors/qualifications.

2. Why are the unique features/qualifications required?

3. What other brands/services were evaluated, rejected and why? Provide brand name, model, vendor name and contact, date contacted and prices quoted. A minimum of three suppliers must be surveyed and the results noted below.

4. To match or "inter member" is not normally an acceptable justification for sole brand. If you determine this is a factor which should be considered, the quantity, manufacturer, brand, model, State property ID number of the existing equipment, and necessity for "interfacing" must be provided below.

CERTIFICATION: I am aware of the University requirements for competitive bidding and the established criteria for justification for sole source/sole brand purchasing. As an approved department representative, I have gathered the required technical information and have made a concerted effort to review comparable/equal equipment. This effort is documented in this justification. I hereby certify as to the validity of the information and feel confident that this justification for sole source/sole brand procurement meets the university criteria and withstand an audit by the university Auditors, or a vendor protest.

The following procedures have been followed to justify this purchase:

1. Unique performance factors have been specified
2. Statement as to why they were required
3. Other products have been evaluated, and reasons for rejection stated

Please complete #1 and #2 below and forward to Purchasing with your requisition.

1. REQUESTOR: _____ DEPARTMENT: _____

2. _____
 Signature (Department Head or Designee) _____ Date _____

3. _____
 Director of Purchasing _____ Date _____

4. _____
 Vice President For Finance _____ Date _____

5. _____
 _____ Date _____

6. _____
 _____ Date _____

INSTRUCTIONS FOR COMPLETING A SOLE SOURCE/BRAND DOCUMENT

This form must be completed when a request is made for a non-competitive purchase and the specifications limit the bidding to one source and/or one brand or trade name, the ordering department must include a written justification containing the following information:

- a: The unique performance factors of the product specified.
- b: Why these factors are required.
- c: What other products have been evaluated, rejected, and why (Attach market survey: list of vendors contacted including their names, addresses and phone numbers and price quotes, a minimum of three vendors must be contacted.

If the justification submitted is not sufficient, the requisition will be returned to the ordering department requesting additional information. Submission of this justification form does not indicate automatic approval. It is not approved until all appropriate signatures are obtained.

Should the Purchasing Department and the ordering department fail to agree that the non-competitive purchase request is justified, a meeting will be held between the Procurement and Department Head, Manager or the Dean. Should the matter still be unresolved, the final decision will be made by the Vice President for Finance.

You should be aware that in the event of a protest, the individuals signing the certification on the justification form may be required to provide further proof of the validity of the justification and, if necessary, appear personally at the Administration Control hearing.

If the University should determine that the department has not adhered to appropriate university policies, all purchasing authority delegated to the department could be revoked and appropriate disciplinary action taken.

DEFINITIONS

SOLE SOURCE: Item is available from only one vendor. Item is one-of-a-kind and is not sold through distributors. Manufacturer is sole distributor.

SOLE BRAND: Various vendors can supply the specified model and brand and competitive bids will be solicited for the request brand only.