

Policy Number: 221.4

Policy: Brand Name and Sole Source

Effective Date: 3/2013

Revision Date: 3/2013

Approved by: Business Services Director

PROCEDURE:

I. Definitions

- A. Brand Name – Only one brand will meet the needs of the requested product or supply. Matching Existing, Compatibility, No existing equivalent,
- B. Sole Source - only one supplier is available to provide the supply or service. Circumstances which could necessitate a Sole Source procurement are:
 - 1. the compatibility of current services or equipment, accessories, or replacement parts,
 - 2. there is no existent equivalent product, or
 - 3. only one source is acceptable or suitable for the supply or service item.

II. [Brand Name and/or Sole Source Justification Form:](#)

C. Complete the department requesting information.

- 1. Department
- 2. Contact
- 3. Phone Number
- 4. Date

D. Section 1 - Product or Service Requirement

- 1. Why does the requestor need this product or service?
- 2. How does it meet the needs?
- 3. What feature requirements does this product/service provide?
 - a. Matching Existing Equipment
 - b. Continuity

E. Section 2 - List the Brand Name of Product if relevant

- 1. Will equivalents be consider
 - a. If Not list what featured requirements or services that are not met in other brands.

F. Section 3 - Name of Supplier(s)

- 1. Is this product/service or supplier named in a grant or contract?

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- a. If No complete the sections below
 - (1) Market Research completed to determine the sole supplier of the required product or service.
 - (2) Other Possible Suppliers available to supply the product or service.
 - ii. List these even if they do not compare
 - (3) List each featured requirement(s) needed that are not met by these suppliers.

G. Section 4 – Sole Supplier

- 1. Is this Product or Service provided by one qualified supplier.
 - a. If not list other available suppliers

H. Section 5 - Conflict of Interest Statement

- 1. Does the requestor have a conflict of interest with purchasing this product/service or the supplier(s) listed.

I. Section 6 – Determination

- 1. Requestor may sign when completed and forward to the Purchasing Department.

III. The MSU-Billings Purchasing Department shall make the determination as to whether the procurement shall be made as a Sole Source