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?
Policy Number: 221.4
Policy: Brand Name and Sole Source

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