

JUSTIFICATION FOR REQUEST:

Complete all applicable sections, **provide detailed explanation** below, attach all supporting documentation and additional explanation sheets, if required.

SOLE SOURCE - UNAVAILABLE FROM ANY OTHER SOURCE.

Product(s) that can be obtained from only one vendor are exempt from competitive bidding. Sole source purchases may include proprietary items sold directly from the manufacturer, items that have only one distributor authorized to sell in this area or a certain product has been proven to be the only product acceptable. Provide specifics on product selection, what are the unique features, how & why compatibility exists to current equipment needs



CITY OF OCEANSIDE
JUSTIFICATION FOR SOLE SOURCE/SOLE BRAND
 Administrative Directive, Procurement Process

The City of Oceanside Municipal Code, Sections 28A.1, 28A.9, 28A.12 and Purchasing Directive Section V, Paragraph M defines competitive bidding and the established criteria for Justification for Sole Source/Sole Brand purchases.

Explanation: _____

Service(s) are defined as a vendor who provides a unique services and possesses unique qualifications to complete service. (Identify specific, measurable factors & qualifications.) *Does not include Professional Service Agreement.

Explanation: Lifeline has been a fixture in Crown Heights for years and provides services that no other vendor offers.

SOLE BRAND. Various vendors can supply the specified model/brand or similar brands and competitive bids will be solicited for the best brand. Provide details of other brands evaluated and reason(s) for rejecting. Provide brand name, model, vendor name, date, and name of each person contacted. To "match and intermember" is not normally an acceptable justification for sole brand. When you determine this is a justified factor which should be considered: the quantity, manufacturer, brand, model, property number of the existing equipment, and necessity for "interfacing" must be provided.

Explanation: _____

JUSTIFICATION FOR SOLE SOURCE/SOLE BRAND

Administrative Directive, Purchasing Process

UNJUSTIFIED FACTORS FOR SOLE SOURCE/SOLE BRAND:

1. Personal preference for a product or vendor.
2. Cost, vendor performance, local service, maintenance, and delivery (these are award factors in competitive bidding).
3. Features which exceed the minimum department requirement, e.g. heavy duty and quality.
4. Explanation for the actual need and basic use for the equipment, unless the information relates to a request for "unique features".
5. The statement "no substitutions" will not be considered without completion of the "Justification for Sole Source/Sole Brand" form.
6. Lack of advance planning for activity, unless deemed an Emergency Purchase per Administrative Directive.
7. Concerns related to the amount of funds available for the acquisition of goods or services.

CERTIFICATION:

As an approved department representative, I have gathered technical information and have made a concentrated effort to review comparable/equal equipment. This is documented in this justification. I hereby certify as to the validity of the information and feel confident this justification for sole source/sole brand meets the City's criteria and is accurate.

Department Approval

If Requisition less than \$50,001

by:

(Print/Type Name)

Approval:

(Print/Type Name)

(Signature)

Date:

Date:

City Manager Approval

If Requisition Greater than \$50,001 to \$100,000

City Manager Approval:

(Print/Type Name)

(Signature)

Date:

City Council Approval

If Requisition Greater than \$100K

Summary Date:

Item #

_____ Doc #:

Item: PROJECT REACT HIGH SCHOOL PROGRAMS

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CITY OF OCEANSIDE JUSTIFICATION FOR SOLE SOURCE/SOLE BRAND Administrative Directive, Procurement Process

The City of Oceanside Municipal Code, Sections 28A.1, 28A.9, 28A.12 and Purchasing Directive Section V, Paragraph M defines competitive bidding and the established criteria for Justification for Sole Source/Sole Brand purchasing. Justification for Sole Source/Sole Brand form should only be used after all competitive bidding.

Explanation: _____

Service (s) are defined as a vendor who provides a unique services and possesses unique qualifications to complete service. (Identify specific, measurable factors & qualifications.) *Does not include Professional Service Agreement.

Explanation: _____

Vista Community Clinic is embedded in the
Libby Lake/Mesa Margarita and John Landers communities
There is no other organization that offers the same services.

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Administrative Directive, Purchasing Process

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Department Approval	<i>If Requisition less than \$50,001</i>
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by: _____ Approval: _____
(Print/Type Name) (Print/Type Name) (Signature)

Date: _____ Date: _____

City Manager Approval	<i>If Requisition Greater than \$50,001 to \$100,000</i>
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City Manager Approval: _____
(Print/Type Name) (Signature)

Date: _____

City Council Approval	<i>If Requisition Greater than \$100K</i>
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Summary Date: _____ Item # _____ Doc #: _____