

**DOUGLAS COUNTY SCHOOL SYSTEM
SOLE BRAND**

SOLE BRAND JUSTIFICATION: A purchasing situation in which only one brand of equipment/supply/software, etc. will meet the requirements of the school system. Sole Brand purchases usually can be competitively bid.

Request Number:	Date:
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1. Proposed Brand:

2. Scope of Work: (Description of materials/service to be provided.)

3. Sole Brand Justification: (Explain why only a particular style, model, type or manufacturer is acceptable. For example: "to match existing uniforms).)

Originator: _____ Department Head _____

INSTRUCTIONS FOR SOLE BRAND FORM

Before making a determination of Sole Brand, research should be completed to determine if other products, equipment, services, etc. exist which can also meet the end user'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.

Sole Brand justification 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 No.
- 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, e.g., item's or service's function. 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, Buyers Laboratory, Advertisements in Industry Publications, 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 vendor.