



## **Single/Sole Source Justification Form Instructions**

The Commonwealth of Kentucky Model Procurement Law requires that competitive bids be solicited for purchases of \$100,000 or more. Exceptions to this law must be justified in written form in accordance with KRS 45A.095. Justifications must be approved by the appropriate Purchasing Official. Both the University and its agents could be held liable for contracts issued through the single source procedure if the decision is based on false or incomplete information. All such requests shall be fully substantiated.

The requisitioner/shopper should be able to document a thorough and equitable evaluation of alternatives which have been made. Special or unique features may be used as a consideration, however, price, quality and/or delivery terms may not be used as a basis for single source justification. The attached form is to be completed by the requisitioner/shopper and should accompany the requisition/shopping cart when requesting a single source purchase of \$100,000 or more. This form will be made a part of the official file and will be available for inquiry and audit purposes.

In the event that the purchase is adjudged to be a single source by the Purchasing Division, written quotations utilizing University forms, and more importantly, University terms and conditions will be obtained.

Please refer to Business Procedures Manual, B-5 – Single/Sole Source Purchases, for further information.

Department: \_\_\_\_\_

Proposed Vendor: \_\_\_\_\_

Price: \_\_\_\_\_ Requisition/Shopping Cart number \_\_\_\_\_

Product/Service Description: \_\_\_\_\_  
\_\_\_\_\_

If this is part of an on-going project, research, etc., list all previous PO #'s \_\_\_\_\_

- 1. Explain why the requested product/service is the only one that can satisfy your requirements. What are the unique features, or scientific reason, of the product or service that are not available in any other product/service and are essential to required minimum performance: Provide such specific, quantifiable factors/qualifications.** *(Provide specific details on the compelling functional and/or technical reasons why the requested product/service is the only one that can satisfy the requirement. Indicate any features of the product or service that cannot be provided by an alternative product/service. In explaining the unique aspect of the product/service, provide details on the factors and/or qualifications that make the product/service distinctive.)*

- 2. Explain why this vendor is the only practicably available source from which to obtain this product/service.** *(Provide specific details on the compelling expertise, experience and/or qualifications that support why the requested vendor is the only one that can provide the required product/service. In detailing the unique capabilities of the requested vendor, provide supporting information on the qualifications or other factors that make this vendor the only source. Note that if this product/service is available through multiple distributors, it is not justifiable as sole source.)*

- 3. Alternate vendors and products/services must be considered. What alternative vendors and products/services were contacted and evaluated? Why were these vendors and products/services unacceptable in meeting the departments' essential minimum performance requirements? If no, why were alternatives not evaluated?** *(Provide names of alternate sources considered and specific reasons why each one was rejected for not meeting the specific quantifiable factors/qualifications listed in #1 above. If other options were not evaluated, indicate the basis for not considering available alternatives.)*

- 4. Will this purchase obligate the University to this vendor for future purchases (e.g., annual support/maintenance and/or future upgrade requirements, reagent purchases, etc.)? If yes, provide details.** *(If yes, provide detailed information regarding the duration of any potential commitments as well as the estimated costs for such commitment.)*

- 5. What is the scientific reason for the justification of the single/sole source?**

- 6. Are there patents to reference specific to this order? If so, add all patent numbers to this justification.**

**DEPARTMENT APPROVAL**

The department certifies that the information submitted is accurate and complete. This document may be used for auditing purposes and to defend the purchase against any type of protest.

Name / Title: \_\_\_\_\_

Date: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**Note:** If the Single Source Justification is based on this specific vendor and the vendor is named in the sponsored agreement (grant), please include the specific page(s) from that grant reflecting this requirement. Only the page(s) reflecting this specific reference should be included; please do not include/attach the entire sponsored agreement.

Authorizing Departmental Signature: \_\_\_\_\_

**TO BE COMPLETED BY CONTRACTING OFFICER:**

☐ Recommend single source approval

☐ Recommend disapproval

**Justification:**

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\_\_\_\_\_  
Signature of Contracting Officer

\_\_\_\_\_  
Date

**TO BE COMPLETED BY CHIEF PROCUREMENT OFFICER OR DESIGNEE:**

☐ Approved

☐ Rejected

☐ Other Comments \_\_\_\_\_

\_\_\_\_\_  
Signature of Chief Procurement Officer or designee

\_\_\_\_\_  
Date

Approved PO # \_\_\_\_\_

Date \_\_\_\_\_

Reset Form