

University of Kentucky Purchasing Division	<u>Document Number:</u> 11-11	<u>Title:</u> Single/Sole Source Contracts	Page 1 of 1
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Where appropriate and approved by a manager, establishment of Single/Sole source contracts may be in order for purchase of goods or services, over a period of time, from Single/Sole Source suppliers. Single/Sole source goods and services are those that are only available from one supplier. Typically, this would only be needed when purchases exceed \$100K for repeated purchases.

1. In conjunction with department's needs and in agreement with a manager, the Contracting Officer may ascertain the need for a Single/Sole Source Contract as the suitable instrument for long term purchase of goods or services.
2. A Single/Sole Justification Form must be completed by the department and approved by the Contracting Officer/Manager, identical to that for an isolated purchase order. The form is available at:
<http://www.uky.edu/eForms/forms/ssapproval.pdf>
3. Establish a University Notice of Award Price Contract and prepare as applicable. Single/Sole Source Contracts are affiliated with UK-8XXXX numbering series; the UK-8XXX is provided upon request from the Bid Clerk.
4. Once executed:
 - Provide copy to department
 - Finalize Price Contract package and return to Bid Clerk; include a current Certificate of Insurance from the supplier if the purchases are services-related
5. Reference the UK-8XXX number in the contract tracking field for any purchase orders.

More information regarding Single/Sole Source purchases can be found at the following link: <http://www.lrc.ky.gov/Statutes/statute.aspx?id=22345>
