



**UNIVERSITY OF KENTUCKY  
SINGLE/SOLE SOURCE JUSTIFICATION FORM  
INSTRUCTIONS**

The Commonwealth of Kentucky Model Procurement Law requires that competitive bids be solicited for purchases of \$ 40,000 or more. Exceptions to this law must be justified in written form. 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 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 and should accompany the requisition when requesting a single source purchase of \$ 40,000 or more. This form will be made a part of the official file and will be available for inquiry and audit purposes.

Single source requests may not be used for the purpose of expediting a purchase which otherwise would not qualify as a single source.

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.

# UNIVERSITY OF KENTUCKY SINGLE/SOLE SOURCE JUSTIFICATION

## **SECTION I - *To be completed by Department***

Requisition No.:

Name and Address  
of Department:

Name and Title  
Of Requisitioner

Brief Description  
of Item:

No substitution of the item(s)/manufacturer is being requested for the following reasons (check appropriate space if applicable):

1. The suggested supplier/manufacturer is the only known source of the item(s) which has special or unique features.
2. This item(s) must match or be compatible with existing items. Furnish specific details
3. Others, please specify on attached page.

Provide the following information. Attach additional pages as needed.

1. If the purchase is being made through a sponsored research project, has the Granting Agency approved this purchase as a single source?
2. What might be the consequences if the contract was awarded to another manufacturer or vendor?
3. Fully describe the evaluation process that took place regarding this purchase. List other brands which were evaluated and why they are deemed to be unacceptable.
4. Furnish detailed and specific reasons for requesting a single source purchase. Describe the features and explain why they are essential for your application. How long has this evaluation process taken? This information should be shown on this form or in a separate attached memorandum. (Enter Information on Top of Next Page)

Signature of Requisitioner: \_\_\_\_\_ Date: \_\_\_\_\_

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director/Dean

**SECTION II - To be completed by Purchasing Officer:**

Recommend single source approval.

Recommend disapproval.

**Justification:**

\_\_\_\_\_  
Signature of Purchasing Officer Date: \_\_\_\_\_

**SECTION III - To be completed by Director of Purchasing or designee:**

Approved

Rejected

Other Comments

\_\_\_\_\_  
Signature of Director of Purchasing or designee

Date