

UNIVERSITY OF LOUISVILLE SINGLE and SOLE SOURCE JUSTIFICATION INSTRUCTIONS

(This form is Not for Use on Personal Services Contracts)

The Commonwealth of Kentucky Model Procurement Law requires that competitive bids be solicited for purchases of equipment, goods, and non-professional services of \$100,000 or more. Additionally, University purchasing policy requires that, unless otherwise under contract, three (3) quotes be obtained for purchases of equipment, goods, and non-professional services between \$50,000-\$99,999.99. Exceptions to this law/policy must be justified in written form. Justifications must be approved by the Director of Procurement Services. **Both the University and its agents could be held liable for contracts issued through the sole or 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 and/or delivery terms may not be used as a basis for single source justification. The Single and Sole Source Justification Form is to be completed by the requisitioner and should be submitted for review when requesting a single or sole source purchase. This form will be made a part of the official file and will be available for inquiry and audit purposes.

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

If the purchase is adjudged to be a single or sole source by Procurement Services, written quotations utilizing University forms, and more importantly, University terms and conditions, may be obtained.

Definitions:

Sole source - A **sole source** purchase means that only one supplier (**source**), to the best of the requester's knowledge and belief, based upon thorough research, (i.e., conducting a market survey), can deliver the required product or service.

Single source - A **single source** purchase means that while there are additional suppliers available, there is substantial justification to purchase from one supplier and bypass the competitive bidding process.

**UNIVERSITY OF LOUISVILLE
SINGLE and SOLE SOURCE JUSTIFICATION FORM**

SECTION I – To be completed by Department/Requisitioner

Total Cost of Procurement (estimate if fixed amount unknown)	\$
Supplier Name	
Department Name	
Requisitioner Name	
Title of Requisitioner	

Brief Description of Item

Request for no substitution of the item(s)/manufacturer for the following reasons (check blue box if applicable):

1.		The suggested supplier or manufacturer is the only known source of the item(s) which has special or unique features. Provide specific details of unique features.
2.		The item(s) must match or be compatible with existing items. Furnish specific details.
3.		Other – Please specify and provide details.

Provide the following information. Attach additional pages if necessary.

- If the purchase is being made through a sponsored research project, has the Granting Agency approved this purchase as a single source?

YES		NO	
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If yes, enter Prime Award:

2. What might the consequences be if the agreement was awarded to another manufacturer or supplier?

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. How long did the evaluation process take? If no other brands were evaluated, state so.

4. Furnish detailed and specific reasons for requesting a single or sole source purchase from name supplier. Describe the features and explain why they are essential to your needs.

If more space is needed, attach further documentation to back of this form.

Signature of Requisitioner: _____ Date: _____

Print Name: _____

Approval Signature: _____ Date: _____

Director/Dean

Print Name: _____

SECTION II – To be completed by Procurement Officer

	Recommend single or sole source approval
	Recommend disapproval

Sole Source Number
SS-

Buyer Determination:

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_____ Date: _____
Signature of Procurement Officer

SECTION III – To be completed by Director of Procurement or designee:

	Approved
	Denied

_____ Date: _____
Signature of Director of Procurement or designee