



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

(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 \$40,000 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 \$20,000-\$39,999. Exceptions to this law/policy 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 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.

In the event that 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), is capable of delivering 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.

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SECTION I – To be completed by Department/Requisitioner

Indicate One: For purchase between \$20,000 - \$39,999

For purchase of \$40,000 or greater

Requisition No.:

Vendor:

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. Furnish specific details.
2. This item(s) must match or be compatible with existing items. Furnish specific details.
3. Other, 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.

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

Signature of Requisitioner: _____ Date: _____

Approval Signature: _____ Date: _____
Director/Dean

SECTION II – To be completed by Procurement Officer

Recommend single source approval Recommend disapproval Sole Source No. _____

Buyer Determination:

Signature of Procurement Officer Date: _____

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

Approved Rejected Other Comments

Signature of Director of Procurement or designee Date: _____