



SINGLE SOURCES JUSTIFICATION FORM INSTRUCTIONS

The Commonwealth of Kentucky Model Procurement Law requires that competitive bids be solicited for purchases of \$20,000 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 sources 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 \$20,000 or more. This form will be made a part of the official file and will be available for inquiry and audit purposes.

Single source request 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 Department of Purchasing, written quotations utilizing University forms, and more importantly, University terms and conditions will be obtained.

WESTERN KENTUCKY UNIVERSITY

SINGLE 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.

Signature of Requisitioner: _____ Date: _____

Approval Signature: _____
Dean or Administrative Officer Date

The Department of Purchasing reserves the right to require approval of the appropriate Dean or his designee for purchases in excess of \$20,000.

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 Department of Purchasing:

Approved

Rejected

Other Comments

Signature of Purchasing Officer Date

