Single/Sole Source Purchases

I. Purpose

The Commonwealth of Kentucky Model Procurement Code, 45A-100, requires that competitive bids be solicited for purchases of $40,000 or more.

II. Policy

The University of Kentucky’s Procurement Division solicits competitive bids for all purchases over $40,000 following the Kentucky Revised Statute 45A-100. Exceptions to this must be justified in written form in accordance with Kentucky Revised Statute 45A-095. Justifications must be approved by the appropriate Purchasing Official.

Both the University and its agents can be held liable for contracts or Purchase Orders issued through the single/sole source procedure if the decision is based on false or incomplete information. All such requests must be fully substantiated.

III. Procedures

A. The requisitioner must be able to document a thorough and equitable evaluation of alternatives. 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 a single/sole source justification.

B. The responsible individual or department requesting the single or sole source shall complete the Single/Sole Source Justification Form and submit it to the Purchasing Division prior to the purchase. The Single/Sole Source Justification Form is located on the University forms page.