

Non-Competitive Negotiations for Single/Sole Source Purchases

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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. 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/shopper 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.