

University of Kansas Procurement Sole or Single Source and Emergency Justification Form

Background

Circumstances may dictate forgoing a competitive sourcing process and purchasing from one unique supplier (single or sole source) for certain products or services or the existence of an emergency. Documentation must show that an equitable evaluation has been made and that rejecting alternative suppliers or solutions is based on objective and relevant criteria. Or, in the case of an emergency where health and safety are at risk, a delay due to obtaining quotes will further worsen the situation.

Unless approved for single, sole, or emergency source procurement or otherwise covered under existing contracts, all requisitions for products or services totaling more than \$50,000 (individually or contractually) or as a system including multiple components will be competitively sourced.

Situation (check one)

Sole Source: A Sole Source is one in which only one supplier can provide an item or service, and therefore it is not possible to obtain competitive bids. All Sole Source decisions must be pre-approved by the Chief Procurement Officer ("CPO"). Explain below, including all contacts made to verify the sole source situation.

Single Source: A Single Source procurement is one in which two or more suppliers can supply the commodity, technology, and /or perform the services required by the University, and one supplier is selected over the others. Reasons may include but are not limited to timeline/urgency, transition costs, exclusive patent, integration into existing technology, or limited rights. All Single Source decisions must be pre-approved by the CPO.

Emergency: The product or service required is due to a health and safety emergency that could not have been anticipated, and critical need precludes any form of competition. All Emergency requests must be pre-approved by the CPO. Explain below.

Detailed information to support the above justification(s):

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Additional Information

Requester	
Department	
Supplier	
Purchase Amount	
Expected Duration of Supplier Relationship	

Description of Goods or Services Requested

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The KU Chief Procurement Officer may delegate the authority to approve sole, single, or emergency justifications. Any such delegation will be in writing stating the effective date of the delegation, the scope of the delegation, and the end date of the delegation.

I have no conflict of interest in selecting the above-referenced supplier. I will receive no personal or financial benefit from this purchase.

Requestor's Signature

Date

Approved by:

CPO Signature

Date

Procurement Officer (if applicable): _____