

**University of Kansas Center for Research  
Request for Single/Sole Source/Emergency Approval**

**Background:**

This form is designed to assist in complying with the [KUCR Procurement Policy](#). This form is to be signed by the person seeking the sole source/or single source purchase and shall be signed by KUCR Procurement Services.

KUCR Procurement policy (3.1) states “unless approved for sole source procurement or otherwise covered under existing contracts, all requisitions products or services totaling more than \$50,000 individually, or as a system including multiple components, will be competitively sourced.

KUCR Procurement policy (4.0) also provides that “circumstances may dictate forgoing the competitive sourcing process and purchasing from one unique supplier (sole/single source) for certain products or services, or the existence of an emergency situation. The documentation must show that an equitable evaluation has been made and that rejection of 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.”

**Situation (check one):**

**Sole Source:** Only one vendor is capable of supplying the commodity or service.

**Single Source:** Although two or more vendors supply the commodities or services, the department selects one for substantial reasons, eliminating the competitive bidding process. Examples of those substantial reasons include: (a) The requested product is an integral part or accessory to existing equipment; (b) The service requested is for existing equipment which can only be completed by the original manufacturer or designated service provider; (c) The requested product or service has unique design, performance, and/or quality specification that are essential to a particular research protocol and are not available in comparable products (e.g. the only machine small enough to fit in our lab, or the only system that can receive helium at a wide enough range of pressures for our needs.) (d) The requested product or service is essential in maintaining research continuity (e.g. slight difference in instrument readings).

**Emergency:** The product or service required is due to a health and safety emergency situation which could not have been anticipated and critical need precludes any form of competition.

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**Please write a justification for this being a non-competitive purchase based on your selection. (Attach a separate page if room is insufficient.)**

**For Sole Source: based upon generic specifications there is only one supplier for the requested goods and/or services:**

*What are the unique performance features of the product requested that are not available in any other product or brand? Why are the unique features/qualifications required? (For services: What are the unique qualifications this vendor possesses? Identify specific, measurable factors/qualifications.)*

**For Single Source: if the product must match or interface with existing equipment (a or d), and is being purchased to provide uniformity for Instructional, Maintenance, or Research purposes, please address if:**

*i) The main purpose of the purchase is to replicate specific experiments using the exact products that produced the original results; or ii) Collaboration with another researcher requires products identical to those being used by that researcher; or, iii) No other manufacturer's product will correctly interface with existing equipment.*

Justification description:

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**Additional Information:**

Vendor	
Purchase Amount	
PI Name	
Project Name	
Project Number	
Cost Center & Fund	

Please attach quote and/or supporting materials.

**Certification:** *I am aware of KUCR's requirements for competitive bidding and the established criteria for justification for sole source/or single source purchasing. As an approved department representative, I have gathered the required technical information and have made a concerted effort to review comparable/equal equipment, as documented in this justification. I hereby certify as to the validity of the information and feel confident that this justification for sole source/or single source purchasing meets the requirements in KUCR's purchasing policy, and would withstand an audit or a vendor protest.*

Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved      Denied      KUCR Associate Director: \_\_\_\_\_ Date: \_\_\_\_\_

*Approver Comment*