

# University of Kansas Office of Research Sole Source/Emergency Justification Form

## Background

KUCR Procurement policy (3.2) 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 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.”

This form is designed to assist in complying with policy. This form is to be signed by the person seeking the sole source purchase and shall be signed by KUCR Procurement Services.

## Situation (check one)

**Sole Source:** The product or service required is unavailable from any other source. Explain below, including all contacts made to verify the sole source situation

**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. Explain below.

Detailed information to support above justification(s):

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## Additional Information

Vendor	
Purchase Amount	
PI Name	
Project Name	
Project Number	

**Description of Goods or Services Requested**

I have no conflict of interest in the selection of this sole source vendor. I will receive no personal or financial benefit from this purchase.

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Requestor's Signature

Date

Approved by:

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KUCR Procurement Signature

Date