



Procurement Services  
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## **Single Source Justification Process**

In accordance with Kentucky Revised Statutes KRS 45A.095 and Kentucky Administrative Regulations 200 KAR 5:309, Northern Kentucky University may award the purchase of commodities, services, or equipment through noncompetitive negotiations from a sole source when it is determined that equivalent commodities, services, or equipment can not be obtained from any other source.

Procurement Services may also require the requesting department to fill out a [Single Source Justification Form](#), stating any specific, technical, or proprietary reasons which would exclude any other vendor from supplying equivalent commodities, services, or equipment.

In addition, any commodities, services, or equipment deemed to be available only from a single source shall be posted on the bids and quotes section of [Procurement Services' website](#) for at least one week prior to the award. During that time a vendor may challenge a single source justification and provide documentation demonstrating that they can in fact supply equivalent commodities, services, or equipment. In which case, the commodities, services, or equipment would be competitively bid in accordance with Kentucky Revised Statutes KRS 45A.080.

If the single source justification is not challenged by any other vendors, the buyer will issue a single source determination, in writing, awarding the purchase of the commodities, services, or equipment to the vendor.