TASK

Effective Date: March 20, 2015
Approved by: Chief Procurement Officer

See Also:
- PRO-U501.B.01 (Sole Source Purchases)
- FRM-U501.B.01 (Sole Source Justification Form)
- FRM-U501.A.03.A (Request for Quote)

TSK-U501.B.01.04 SOLE SOURCE PURCHASES – PROPRIETARY TECHNOLOGY

This task outlines the process to be followed when submitting a sole source request/justification for ‘Proprietary Technology’ to Procurement for review and approval.

Definitions:

1. Proprietary Technology – The supplier must justify how the goods or services to be purchased are proprietary and cannot be sold through any other supplier.

Action by:
Purchasing Agent
(User Department)

Action:

1. Completes LSU Sole Source Justification (See FRM-U501B.01). Sole source justification form must describe:
   a. How the supplier obtained proprietary ownership of the feature/capability that is specific to the single supplier, and
   b. How the proprietary feature/capability is essential and related to the department’s work.

2. Obtains a written statement from the supplier confirming:
   a. The supplier maintains proprietary ownership of the goods or services to be purchased, and
   b. The supplier is the sole manufacturer and the sole distributor of the goods or services to be purchased.

3. Obtains a completed LSU Quote Form from the sole source supplier. (See FRM-U501.A.03.A)

4. Obtains a current insurance certificate from the supplier in the event onsite installation/training is required. Insurance requirements can be found at: http://www.lsu.edu/administration/ofa/procurement/a-z-policies-procedures/insurance-requirements.php

5. Obtains the following, if necessary, before submitting requisition:
   a. Equipment operated via an electrical receptacle must have written approval from Facility Services
b. Equipment being traded in must have written approval from Property Management

6. **Creates** a requisition and **attaches** all required documentation; **Submits** requisition for approval.

7. **Receives** Workday requisition in “In Progress” awaiting review.

8. **Reviews** requisition to ensure compliance of Sole Source Procurement Procedure and Task requirements.

9. **Routes** to Assistant Director/Associate Director/Director for approval.

10. **Issues** Purchase Order upon approval.