

# PROCEDURE

Effective Date: March 20, 2015

Approved by:

Chief Procurement Officer

Authority: [LAC 34:XIII.U501.B](#)

**See Also:**

[POL-U501](#) (*Methods and Thresholds for Procuring Goods & Services*)

[TSK-U501.B.01.01](#) (*Sole Source Purchases - Patented Technology*)

[TSK-U501.B.01.02](#) (*Sole Source Purchases - Continuity of Research*)

[TSK-U501.B.01.03](#) (*Sole Source Purchases - Compatibility with Existing Goods/Services*)

[TSK-U501.B.01.04](#) (*Sole Source Purchases - Proprietary Technology*)

[TSK-U501.B.01.05](#) (*Sole Source Purchases - Grant Requirement*)

[FRM-U501.B.01](#) (*Sole Source Justification Form*)

[FRM-U501.A.03.A](#) (*Request for Quote*)

## **PRO-U501.B.01 SOLE SOURCE PROCUREMENTS**

*This procedure applies to purchases made over the competitive threshold when a single source is identified for a good or a service. The single source must have the ability to meet the requirements of the sole source procurement as defined herein. There are various sole source procurement categories. See individual tasks that outline the action process for securing each type of sole source procurement.*

### **Sole Source Types:**

1. *Patented Technology* – The supplier from whom the goods or services are to be purchased must be listed as the “Assignee” of the patent. This information is maintained by the United States Patent and Trademark Office (See TSK-U501.B.01.01).
2. *Continuity of Research* – A department requires a specific type of good or service because prior or current research was conducted or is currently conducted using the same good or service, and the consistent existence and absence of a disruption to that specific good or service is paramount and essential to the continued research. (See TSK-U501.B.01.02).
3. *Compatibility with Existing Goods/Services* – A department requires an additional part or service that is compatible with existing goods or services (has the capacity to work with the original and/or existing good/service without having to be altered to do so. (See TSK-U501.B.01.03).
4. *Proprietary Technology* – The supplier must justify how the goods or services to be purchased are proprietary. The goods or services cannot be sold through any other supplier (See TSK-U501.B.01.04).
5. *Grant Requirement* – The department must purchase goods or services in order to meet the requirements of an approved grant. The supplier name from whom the goods or services are to be purchased, and a listing of the descriptions of the goods or services to be purchased is specifically named in the approved grant document (See TSK-U501.B.01.05).

**Action by:**

Purchasing Agent  
(User Department)

**Action:**

1. **Reviews** requirements for a requisition to qualify as a Sole Source Procurement. (See TSK-U501.B.01.01, TSK-U501.B.01.02, TSK-U501.B.01.03, TSK-U501.B.01.04, TSK-U501.B.01.05)
  - a. If qualifications are met as a Sole Source Procurement, **Follows** the action steps listed below.
  - b. If the qualifications are not met as a Sole Source procurement, please revise requisition in accordance with POL-U.501.
2. **Completes** the Sole Source Justification form. (See FRM-U501.B.01)
3. **Requests** the supplier to complete the LSU Quote Form (See FRM-U501.A.03.A)
4. **Obtains** a signed letter from the supplier confirming the supplier is the sole manufacturer and the sole distributor of the goods or services to be purchased.
5. **Acquires** the required documentation based on the sole source category that applies to the procurement (patented technology, continuity of research, compatibility with existing goods or services, proprietary technology, grant requirement).
  - a. If electrical equipment is to be purchased, written approval from Facility Services is required.
  - b. If equipment is to be traded in, written approval from Property Management is required.
6. **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>
7. **Creates** a requisition and **attaches** all required documentation; **Submits** requisition for approval.
8. **Receives** Workday requisition in “In Progress” awaiting review.
9. **Reviews** requisition to ensure compliance of Sole Source Procurement Procedure and Task requirements.
10. **Routes** to Assistant Director/Associate Director/Director for approval.
11. **Issues** Purchase Order upon approval.

Procurement Buyer  
(Procurement Department)