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**Finance & Administration**<br>
**Procurement Services**
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| **Finance & Administration**<br>**Procurement Services** | |
| **PROCEDURE** | |
| **Revised Date: October 1, 2021**<br>**Effective Date: March 20, 2015**<br>**Approved by: Chief Procurement Officer** | **Authority: LAC 34:XIII.U501.B** |

**See Also:**
**POL-U501** *(Methods and Thresholds for Procuring Goods &*
    *Services)*
**POL-U501.A** *(Methods and Thresholds for Procuring Goods &*
    *Services with Federal Funds)*
**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 - 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 and/or 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 types. See individual tasks that outline the action process for securing each type of sole source procurement.*

**Sole Source Types:**

1. *Compatibility with Existing Goods/Services* – A department requires an additional part or service that is compatible with existing goods and/or services (has the capacity to work with the original and/or existing good and/or service without having to be altered to do so. (See TSK-U501.B.01.03).

2. *Continuity of Research* – A department requires a specific type of good and/or service because prior or current research was conducted or is currently conducted using the same good and/or service, and the consistent existence and absence of a disruption to that specific good and/or service is paramount and essential to the continued research. (See TSK-U501.B.01.02).

3. *Grant Requirement* – The department must purchase goods and/or services in order to meet the requirements of an approved grant. The supplier name from whom the goods and/or services are to be purchased, and a listing of the descriptions of the goods and/or services to be purchased is specifically named in the approved grant document (See TSK-U501.B.01.04).

4. *Patented Technology* – The supplier from whom the goods and/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).

| **Action by:** | **Action:** |
|---|---|
| Purchasing Agent<br>(User Department) | 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) |

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-U501 or U501.A.

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, when applicable.

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, grant requirement).

a. If electrical equipment is to be purchased, must have Facility Services approval via the **Facility Services Purchase Approval Form** located at: https://www.lsu.edu/fs/files/facility-services-purchase-approval-form.pdf

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: https://www.lsu.edu/administration/ofa/procurement/a-z-policies-procedures/insurance.php

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

Procurement Buyer
(Procurement Department)

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** for approval by appropriate signature authority.

11. **Issues** Purchase Order upon approval.