

TASK

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

Authority: [LAC34: XIII.U501.B](#)

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.01.02 SOLE SOURCE PURCHASES – CONTINUITY OF RESEARCH

This task outlines the process to be followed when submitting a sole source request/justification for 'Continuity of Research' to Procurement for review and approval.

Definitions:

1. *Continuity of Research* – A department requires a specific type of good or service because prior or current research was conducted or is currently being 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.

Action by:

Purchasing Agent
(User Department)

Action:

1. **Completes LSU Sole Source Justification** (See FRM-U501B.01).
Department must indicate a specific type of good or service is required because prior or current research was conducted or is currently being conducted using the same goods or services.
2. **Obtains** a written statement from the supplier confirming 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

Procurement Buyer
(Procurement
Department)

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.