

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.01.04 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.

Procurement Buyer
(Procurement
Department)