

Sole Source Justification

Complete this form for purchases of goods and/or services (including PSC) exceeding the competitive threshold when a sole source is identified. Furnish all necessary details below and verify all information to ensure accuracy. Attach form and all remaining supporting documentation to a requisition as outlined in the [Sole Source Procurements Procedure](#) for review and approval. Sole Source Justifications become a permanent record of the purchase audit file.

Requisition Number: RQ-

Supplier Information

Supplier Name	
Supplier ID Number	
Supplier Contact Name	
Supplier Contact Phone Number	
Supplier Contact Email Address	
Supplier Web Site Address (if available)	

Product/Service Information

Identify Item(s) or service(s) to be approved as sole source:

State relevance of purchase to your mission, purpose, research or study:

Specify Manufacturer/Service Provider Name:

Will the Supplier come onsite to install goods/perform services? ☐ Yes ☐ No

Sole Source Type

Select the applicable sole source type and complete the required fields. If additional information is needed, add as an attachment to this form.

☐

Patented Technology

Supplier must provide US or Foreign Patent number and supporting information

Patent Number(s)

Explain how the patent is related to research being conducted.

☐ **Continuity of Research or Prior Work**

Department must provide thorough justification to explain needs and why the competitive process cannot be followed.

Describe the specific good/service needed due to prior/ongoing research/work.

☐ **Compatibility with Existing Goods/Services**

Supplier must confirm only their items (no other similar items from another supplier) will provide for compatibility with existing LSU property.

Describe how the specific good/service is compatible with existing good/service.

☐ **Grant/State Requirement**

Department must provide grant/state document indicating the item or services must be purchased from sole source supplier. Note: Budgetary Justifications/Quotes in grant proposal are not sufficient items to indicate granting agency approval. Federal grant documents must clearly state goods and/or services will be noncompetitively purchased from a specified supplier.

☐ Federal Grant

☐ State Grant

Specify Grant Number: _____

Specify LSU Property Information

Required if Continuity of Research or Compatibility with Existing Goods/Services types selected.

LSU property tag information (if applicable)	
LSU Location - Building Name	
LSU Location - Room Number	

By signing below, I hereby declare the information provided herein to be true and accurate to the best of my knowledge. I understand any false or misleading information may be considered a violation and can subject me to prosecution and penalty under Louisiana Revised Statutes.

Requesting Department	
Requester Name (Type or Print)	
Requester Title	
Requester Phone Number	
Requester Email Address	
Requester Signature	

Note: Department authority's review and concurrence with this justification, and declaration attested to above, is served by approving the requisition.