

PROCEDURE

Effective Date: March 20, 2015

Revised Date: December 15, 2025

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 Procurements - Patented Technology)

[TSK-U501.B.01.02](#) (Sole Source Procurements - Continuity of Research or Prior Work)

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

[TSK-U501.B.01.04](#) (Sole Source Procurements - 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 there is only one source for a good and/or service and only one supplier has the ability to provide the good and/or service. 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 purchase that is compatible with existing goods and/or services (no other item will work with existing goods and/or services). (See TSK-U501.B.01.03)
2. *Continuity of Research or Prior Work* – A department requires a specific good and/or service because prior or current research or work was conducted or is currently being 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 or work. (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's name and a list of the descriptions of the goods and/or services to be purchased must be specifically named in the approved grant document. *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 the specified supplier.*** (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:

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)
 - 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, **Revises** requisition in accordance with POL-U501.

2. **Completes LSU Sole Source Justification** form. (See FRM-U501.B.01)
3. **Requests** the supplier complete the **LSU Quote Form** or equivalent (See FRM-U501.A.03.A)
4. **Obtains** a written statement from the supplier confirming the supplier is the sole manufacturer and/or the sole distributor of the goods or services to be purchased, when applicable.
5. **Acquires** the required documentation based on the sole source type that applies to the procurement (compatibility with existing goods and/or services, continuity of research or prior work, grant requirement, patented technology).
6. **Determines** whether goods and/or services to be purchased are on the [Special Authorization List](#). **Obtains** prior approvals as indicated.
7. **Creates** a requisition and **attaches** all required documentation; **Itemizes** requisition based on supplier's quote.
8. **Reviews** requisition to ensure compliance.
9. **Issues** purchase order.

Requisition Sourcing
Buyer