

TASK

Effective Date: March 20, 2015

Revised Date: December 15, 2025

Approved by: Chief Procurement Officer

Authority: [LAC 34: XIII.U501.B](#)

See Also:

[PRO-U501.B.01](#) (Sole Source Procurements)

[FRM-U501.B.01](#) (Sole Source Justification Form)

[FRM-U501.A.03.A](#) (Request for Quote)

TSK-U501.B.01.02

SOLE SOURCE PROCUREMENTS – CONTINUITY OF RESEARCH OR PRIOR WORK

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

A department requires a specific type of 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.

Action by:

User Department

Action:

1. **Completes LSU Sole Source Justification** form (See FRM-U501.B.01). Sole Source justification must include:
 - a. Thorough explanation of the required specific goods and/or services and how purchase is related to prior or current research; or work was conducted or is currently being conducted using the same goods and/or services;
 - b. Explanation why the competitive process cannot be followed.
2. **Requests** the supplier complete the **LSU Quote Form** or equivalent. (See FRM-U501.A.03.A).
3. **Obtains** a written statement from the supplier confirming the supplier is the sole manufacturer and/or the sole distributor of the goods and/or services to be purchased.
4. **Determines** whether goods and/or services to be purchased are on the [Special Authorization List](#). **Obtains** prior approvals as indicated
5. **Creates** a requisition and **attaches** all required documentation; **Itemizes** requisition based on supplier's quote.
6. **Submits** requisition for review, approval and issuance of a purchase order.