TASK

Revised Date: October 1, 2021
Effective Date: March 20, 2015
Approved by: Chief Procurement Officer

TSK-U501.B.01.02 SOLE SOURCE PROCUREMENTS – 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 and/or service because prior or current research 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.

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 and/or service is required because prior or current research was conducted or is currently being conducted using the same goods and/or services. A thorough justification must be included to explain needs and why the competitive process cannot be followed.

2. **Obtains** a written statement from the supplier confirming the supplier is the sole manufacturer and the sole distributor of the goods and/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: https://www.lsu.edu/administration/ofa/procurement/a-z-policies-procedures/insurance.php

5. **Obtains** the following, if necessary, before submitting requisition:

   a. Equipment operated via an electrical receptacle must have Facility Services approval via the **Facility Services Purchase Approval Form** located at: https://www.lsu.edu/fs/files/facility-services-purchase-approval-form.pdf
b. Equipment being traded in must have written approval from Property Management

6. **Creates** a requisition itemizing goods and/or services to match supplier quote and **attaches** all required documentation.

7. **Submits** requisition for review, approval and issuance of a purchase order.