

TASK

Effective Date: March 20, 2015

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Approved by: Chief Procurement Officer

Authority: [LAC34: 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.01.03

SOLE SOURCE PROCUREMENTS – COMPATIBILITY WITH EXISTING GOODS/SERVICES

This task outlines the process to be followed when submitting a sole source request/justification for ‘Compatibility with Existing Goods/Services’ to Procurement for review and approval.

The 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).

Note: The purchase must have the capacity to work with the original and/or existing goods/services without having to be altered to do so.

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 how purchase would work with existing equipment;
 - b. Explanation why the competitive process cannot be followed.
 - c. If equipment, a list of the existing parts/equipment and LSU equipment tag numbers.
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:
 - a. The supplier is the sole manufacturer and/or the sole distributor of the goods and/or services to be purchased.
 - b. If equipment, supplier must confirm only their equipment (no other similar or like equipment from another supplier) will provide for full compatibility and functionality with the existing equipment.
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.