TASK

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

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.01.04  SOLE SOURCE PROCUREMENTS – GRANT REQUIREMENT

This task outlines the process to be followed when submitting a sole source request/justification for ‘Grant Requirement’ to Procurement Services for review and approval, where the grant specifically names the item/service/provider.

Definitions:
1. Grant Requirement – The department must purchase goods and/or services in order to meet the requirements of an approved grant. The supplier name from whom the goods and/or services are to be purchased, and a listing of the descriptions of the goods and/or services to be purchased is specifically named in the approved grant document.

Action by: Purchasing Agent
Action:
   Department must indicate that it requires the purchase of the goods and/or services because it was stated in an approved grant.

2. Obtains a copy of the grant document, which must specifically name the supplier from whom the goods and/or services are being purchased, and a description of the goods and/or services to be purchased.

   Note: Budgetary Justifications/Quotes in grant proposal are not sufficient items to indicate granting agency approval. If Federal Funds, grant documents must clearly state goods and/or services will be noncompetitively purchased from the specified supplier.

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: http://www.lsu.edu/administration/ofa/procurement/a-z-policies-procedures/insurance-requirements.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

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

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