

PROCEDURE

Revised Date: October 1, 2021

Effective Date: March 20, 2015

Approved by: Chief Procurement Officer

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

See Also:

[POL-U501](#) (*Methods and Thresholds for Procuring Goods & Services*)

[POL-U501.A](#) (*Methods and Thresholds for Procuring Goods & Services with Federal Funds*)

[TSK-U501.B.01.01](#) (*hases Compatibility with*

Existing Goods/Services)

[TSK-U501.B.01.04](#) (*Sole Source Purchases - Grant Requirement*)

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

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

Sole Source Types:

1. *Compatibility with Existing Goods/Services* – A department requires an additional part or service compatible with existing goods and/or services (has the capacity to work with the original and/or good and/or service without having to be altered to do so. (See TSK-U501.B.01.03).
2. *Continuity of Research* – A department requires a specific type of good and/or service because previous current research was conducted or is currently conducted using the same good and/or service, and consistent existence and absence of a disruption to that specific good and/or service is paramount essential to the continued research. (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 name from whom the goods and/or services are purchased, and a listing of the descriptions of the goods and/or services to be purchased is specifically named in the approved grant document (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:

Purchasing Agent
(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, please revise requiP