

TASK

Revised Date: October 1, 2021

Effective Date: March 20, 2015

Approved by: Chief Procurement Officer

Authority: [LAC34: XIII.U501.B](#)

See Also:

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

[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.

Definitions:

1. **Compatibility with Existing Goods/Services** A department requires an additional part or service that is compatible with existing goods or services (has the capacity to work with the original and/or existing good/service without having to be altered to do so).

Action by:

Purchasing Agent
(User Department)

Action:

Completes LSU Sole Source Justification (See FRM-U501B.01).
To maintain compatibility and continuity, department must indicate that the purchase must be made from the original manufacturer/supplier from whom the similar or like equipment from another supplier) will provide for full
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mpatibility and functionality with the existing equipment.

Obtains a completed LSU Quote Form from the sole source supplier (See FRM-U501.A.03.A)

Obtains a current insurance certificate from the supplier in the event on site installation/trainings required. Insurance requirements can be found at:

[K W W S V](#) [Z Z Z](#) [O V X](#) [H G X](#) [D G P L Q L V W U D W L R Q](#) [R I D](#)
[L Q V X U D Q F H](#) [S K S K](#) P ` • (€ 9 (€ 8 y 1/2 ¥ ^ ' ^ Q ° ^ ' ^ 7 , , ` † q F H G X U H

- a. Equipment operated via an electrical receptacle must have Facility Services approval via the