



PURCHASING DEPARTMENT
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AGENCY: Southern University
OFFICE: Purchasing Department
TITLE: Sole Source Procurement Justification

I. PURPOSE

- Louisiana Revised Statute 39:1597 establishes the following policy:

A contract may be awarded for a required supply, service, or major repair without competition when, under regulations, the chief procurement officer or his designee above the level of procurement officer determines in writing that there is only one source for the required supply, service or major repair item(s).

This procedure outlines the justification required to facilitate approval by the Southern University Director of Purchasing in establishing in writing only one source is available for the Department.

II. SCOPE

- All classified and unclassified personnel of the University shall adhere to this procedure.

III. PROCEDURE

- The Louisiana Administrative Code states:

Sole source procurement is permissible only if a requirement is available from a single supplier. A requirement for a particular proprietary item does not justify sole source procurement if there is more than one potential bidder or offeror for that item.

1. Where the compatibility of equipment, accessories, or replacement parts is paramount consideration.
2. Where a sole supplier's item is needed for trial use or testing.

Any budget unit or person professing a purchase must be treated as a sole source procedure should complete a Sole Source Justification Form and letter of justification along with the purchase requisition and the written signed price quotation secured from the sole supplier. The Southern University Purchasing Director must agree with the justification to exempt the purchase from competitive solicitation.