

TASK

Revised Date: October 1, 2021

Effective Date: March 20, 2015

Approved by: Chief Procurement Officer

Authority: [LAC 34: 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.01.04

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
(User Department)

Action:

1. **Completes LSU Sole Source Justification** (FRM-U501.B.01).
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: <https://www.lsu.edu/administration/ofa/procurement/a-z-policies-procedures/insurance.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.