



## SOLE SOURCE / PROPRIETARY PURCHASE

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Requisition #: \_\_\_\_\_ Agency: University of Louisiana at Monroe

Indicate if Sole Source or Proprietary: Sole Source \_\_\_\_\_ Proprietary \_\_\_\_\_

Product or Service Description:

Vendor Name: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Sole Source** and **Proprietary** purchases are allowed by the Louisiana Procurement Code (LA R.S. 39:1551, et seq.) when certain conditions exist. This form may be used to justify Sole Source or Proprietary purchases for unique products, services, or conditions you may have. A letter from the vendor, on vendor letterhead, and signed by an officer of the company, must be attached to this form and will be part of the permanent record for this purchase.

A **Sole Source** justification represents a request from the end user for State Purchasing to waive the bid process in accordance with LA R.S. 39:1597 and L.A.C. 34:I.901-907. For the purpose of this form, the particular item or service is available from only one supplier (usually the manufacturer) and is unique in that no other will be suitable or acceptable to meet the need.

A **Proprietary** specification justification represents a request from the end user to limit the specification to describe a product proprietary to one supplier in accordance with LA R.S. 39:1655, and meets the definition in L.A.C. 34:I.309. A Proprietary purchase is similar to Sole Source when no other product is suitable or acceptable to meet the need, but there is more than one potential bidder because the manufacturer has chosen to sell his product through multiple distributors. A Proprietary purchase is considered competitive and the solicitation shall include language indicating the purchase has been approved as proprietary and not invite bids of equal products.

1. Explain specification requirements and how or why **ONLY** the designated product/service meets the need. Cite the qualities/features that make this product or service unique in meeting the need. *Use page three for additional space if necessary.*



Additional Information (if needed):