



SOLE SOURCE / PROPRIETARY PURCHASE

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 for a Proprietary purchase. A Proprietary purchase is considered competitive and the solicitation should have 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.

Additional Information (if needed):