

The Procurement Code of the State of Louisiana requires the University to procure all materials, supplies, and services costing more than \$5000.00 via competitive means using specifications which permit the maximum practicable competition. This requires the use of generic specifications. However, the requirement for a generic specification may be waived if the need for a proprietary specification is adequately justified (satisfactory to state auditors). Justification for proprietary specifications cannot be based on a subjective estimation of quality or price. Only objective, quantifiable measures of quality may be considered and the Procurement Code requires that price considerations be evaluated via competitive bidding.

Please note that a specific proprietary item may be sold by multiple vendors or may be available from only one vendor. If the proprietary item is available from only one vendor and this is confirmed in writing by **the manufacturer**, the item may be purchased without going through the bid process. A UNO Sole Source Verification form completed by the manufacturer will serve as written confirmation.

This form must accompany a purchase requisition when proprietary specifications are requested for equipment and supplies exceeding \$5000.00. **(Purchases from state contract vendors and purchases of software are exempted.)**

1. Describe the equipment below and then complete section, I, II, or III.
2. Provide full explanation, complete descriptions, and/or list all relevant reasons where space has been provided, attach additional sheets as necessary. Justification for Proprietary Specification forms lacking sufficient detail cannot be approved.
3. Sign and date the form at the end and have the form approved by the department head or principal investigator.

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Purchase Requisition #: \_\_\_\_\_ Estimated Price: \$ \_\_\_\_\_

Proposed Vendor(s): \_\_\_\_\_

Product Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**SECTION I. The requested product is an integral repair part or accessory compatible with existing equipment.**

A. Existing equipment \_\_\_\_\_

Manufacturer/Model Number \_\_\_\_\_ Age/Current Value \_\_\_\_\_

B. Requested Equipment \_\_\_\_\_

Manufacturer/Model Number \_\_\_\_\_

Explain relationship between current equipment and requested equipment: \_\_\_\_\_

\_\_\_\_\_

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**SECTION II.**

**The requested product is essential in maintaining experimental or administrative continuity. Provide a thorough explanation in the "Explain in detail" section below. (continued on next page)**

**SECTION II CONTINUED**

\_\_\_\_\_ Requested product is being used in continuing experiments and must be used for comparability of results

\_\_\_\_\_ Other investigators have used this product in similar research and I must use it for comparability of results

Explain in detail: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION III. The requested product has unique design/performance specifications which are essential to my research protocol or other needs which are absolutely not available in comparable products (In case of reasonable doubt, competition should be solicited).** A listing of the unique technical specifications required of the product and why these specifications are required must be provided. An extensive effort must be made to seek other sources and this must be documented by listing at least two of the potential suppliers contacted in the search for alternate sources. The certification of knowledge of current market availability appearing at the bottom of this section must also be signed and dated. Rejection of similar products from other manufacturers must be based solely on their failure to meet required specifications. Justification for proprietary specifications cannot be based on a subjective estimation of quality or price. Only objective, quantifiable measures of quality may be considered and the Procurement Code requires that price considerations be evaluated via competitive bidding.

**PARTS A, B, & C OF THIS SECTION MUST BE COMPLETED AND THE CERTIFICATION MUST BE SIGNED.**

A. The required design/performance specifications are: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. These unique design/performance specifications are essential because: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. In addition to the product requested, I have contacted other suppliers identified below and considered their product of similar capabilities. These products are not acceptable because they are lacking one or more of the technical specifications described in A above:

- I. Vendor: \_\_\_\_\_  
Production Description: \_\_\_\_\_  
Vendor Contact/Phone Number: \_\_\_\_\_  
Technical Deficiency: \_\_\_\_\_

*(continued on next page)*

