

TASK

Effective Date: March 19, 2018

Approved by:

Chief Procurement Officer

Authority: [LAC 34:XIII.U501.A.03](#)

See Also:

[POL-U501](#) (*Methods and Thresholds for Procuring Goods & Services*)

[PRO-U501.A.03](#) (*Request for Quotation*)

[TSK-U501.A.03.02](#) (*Request for Quotation – Beyond Departmental Delegated Authority*)

[FRM-U501.A.03.A](#) (*Request for Quotation*)

[FRM-U501.A.03.B](#) (*Quotation Tabulation*)

TSK-U501.A.03.01 REQUEST FOR QUOTATION (RFQ) - DSOL

This task applies to departmental employees requesting quotations under delegated purchasing authority.

Definition:

1. *DSOL*: Departmental Solicitation

Action by:

Purchasing Agent
(User Department)

Action:

1. **Prepares LSU quote form** (See FRM-U501.A.03.A) and attaches specifications for purchase of goods/services.
2. **Selects** at least 3 suppliers to send solicitation to.
 - a. Whenever possible, at least (1) solicited supplier must be a Certified Diverse Supplier (Minority-Owned, Women-Owned, Veteran-Owned, Small, Emerging, or Disadvantaged Business).
3. **Ensures** quote time is a minimum of 24 hours.
4. **Faxes or Emails** quote and specifications. Each supplier receives email or fax individually.
5. **Maintains** confirmation of fax or email to attach to requisition.
6. **Receives** quotes and attaches fax or email date/time stamp confirmation of all received quotes.
7. **Enters** quote information on **Quotation Tabulation Form** (See FRM-U501.A.03.B)
8. **Creates** requisition and itemize requisition based on awarded supplier's quote information.
9. **Adds** "DSOL" in the requisition internal memo section.
10. **Attaches** all documentation listed above and any required forms/prior approvals to requisition.
11. **Submits** requisition to Procurement to review for compliance and issuance of a purchase order.