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.