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.03.01 (Request for Quotation – Departmental Solicitation)
- FRM-U501.A.03.A (Request for Quotation)
- FRM-U501.A.03.B (Quotation Tabulation)

TSK-U501.A.03.02 REQUEST FOR QUOTATION (RFQ) – BEYOND DEPARTMENTAL DELEGATED AUTHORITY

This task applies to purchases exceeding the departmental employees’ delegated purchasing authority.

Definition:

1. Departmental Quote Limit - Maximum amount for which departments may solicit quotes for the procurement of goods/services.

Action by: Purchasing Agent
(User Department)

Action:

1. Creates requisition in procurement system.
2. Selects at least 4 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. Itemizes requisition of goods/services needed.
4. Enters accounting information applicable to purchase.
5. Attaches specifications in MS Word format outlining goods/services needed and any required forms/prior approvals to requisition.
6. Routes requisition for approval and releases to Procurement for issuance of the solicitation*.

*Procurement Buyer notifies Purchasing Agent when bid tabulation(s) are available in procurement system.*

Procurement Buyer
(Procurement Department)

Action:

7. Receives notification of requisition arrival in procurement system
8. Reviews bids and attachments in procurement system.
9. Emails department award recommendation to Procurement Buyer.
10. Arranges delivery with awarded supplier after purchase order issued.