

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)

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.