PRO-U501.B02 REQUEST FOR RESPONSE (RFR)

This procedure applies when making a purchase of goods or services using a State of Louisiana - Louisiana Pricing Schedule (LaPS) Contract for an amount of $50,000 or greater. A solicitation will be sent to a minimum of three (3) suppliers listed on the state contract for a period of seventy-two (72) hours.

**Definition:**

1. *Louisiana Pricing Schedule (LaPS):* Brand Name, LaMAS, and Multi-State contracts for agencies’ convenience.

2. *Louisiana Multiple Award Schedules (LaMAS):* Pricing negotiated by the Federal Government in their General Service Administration (GSA) contracts.

**Action by:**

**Dean, Director or Department Head**

1. **Assigns** responsibility for purchases to department employees and ensures that purchasing duties within department are appropriately segregated.

**Purchasing Agent** *(User Department)*

2. **Determines** the Louisiana Office of State Procurement contract that can provide for the ability to solicit competitive quotes.

3. **Conducts** competitive activity as described in TSK-U501.B.02.01

**Procurement Buyer** *(Procurement Department)*

4. **Conducts** competitive activity as described in TSK-U501.B.02.02

5. **Reviews** requisition & attachments for compliance and issues purchase order.

6. **Sends** purchase order to supplier via mail, fax or email.