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.