TASK

Effective Date: March 19, 2018
Revision Date: January 1, 2024
Approved by: Chief Procurement Officer

See Also:
- POL-U501 (Methods and Thresholds for Procuring Goods & Services)
- PRO-U501.A.03 (Request for Quotation)
- FRM-U501.A.03.A (Request for Quotation)
- FRM-U501.A.03.B (Quotation Tabulation)

TSK-U501.A.03.01 REQUEST FOR QUOTATION (RFQ) - DEPARTMENTAL SOLICITATION (DSOL)

This task applies to departmental employees requesting quotations under delegated purchasing authority.

Action by: Purchasing Agent (User Department)

Action:

1. Prepares LSU quote form (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 suppliers must be a certified Historically Underutilized Business (HUB). HUBs include (Small, Disable-Owned, Disadvantaged, LGBT-Owned, Minority-Owned, Veteran-Owned, or Women-Owned Business).
3. Ensures quote time is a minimum of 24 hours.
4. Emails quote and specifications. Each supplier receives email individually.
5. Maintains confirmation of email to attach to requisition.
6. Receives quotes and attaches 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 documentations 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.