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.