TASK

Effective Date: March 20, 2015
Approved by: Chief Procurement Officer

Authority: LAC 34:XIII.U501.B

See Also:
POL-U501 (Methods and Thresholds for Procuring Goods & Services)
PRO-U501.B.02 (Request for Responses)
TSK-U501.B.02.02 (Request for Responses - Procurement)

TSK-U501.B.02.01 REQUEST FOR RESPONSES (RFR) - DEPARTMENTS

This task applies to departmental employees when creating a requisition to purchase 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 minimum period of twenty-four (24) hours.

Definitions:
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: Purchasing Agent (User Department)

Action:
1. Creates requisition in procurement system.
2. Selects at least 3 suppliers (which hold a contract with the Louisiana Office of State Procurement for the appropriate commodity) to send the solicitation to.
3. Itemizes requisition of goods/services needed.
4. Enters accounting information applicable to purchase.
5. Attaches specifications to requisition in MS Word format (outlining goods/services needed and any required forms/prior approvals)
6. Routes requisition for approval and submits to Procurement for issuance of the solicitation. *

*Procurement Buyer (Procurement Dept) notifies Purchasing Agent when bid tabulation(s) are available in procurement system. (See TSK-U501.B.02.02)

7. Reviews bids and attachments in procurement system.
8. Emails department award recommendation to Procurement Buyer.
9. Arranges delivery with awarded supplier after purchase order is issued.