TASK

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

TSK-U501.B.02.02 REQUEST FOR RESPONSES (RFR) - PROCUREMENT

This task applies to Procurement Department employees when reviewing and processing 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: Procurement Buyer
(Procurement Department)


2. Clarifies any bid specifications that need to be addressed. Sends to department for confirmation of bid specifications.

3. Adds additional suppliers depending on the purchase amount and competitiveness of the commodity.

4. Sends the solicitation to proposed suppliers for a minimum of 24 hours, not including weekends/holidays.

5. Issues any addendums, per solicitation clarification questions.

6. Reviews bids and attaches them in the procurement system.

7. Notifies the Purchasing Agent (User Department) that bid tabulation(s) are available to review.

8. Reviews department award recommendation.

9. Issues purchase order to the awarded supplier.