

TASK

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Approved by: Chief Procurement Officer

Authority: [LAC 34:XIII.U501.A.02](#)

See Also:

[POL-U501](#) (*Methods and Thresholds for Procuring Goods & Services*)

[PRO-U501.A.03](#) (*Request for Quotation*)

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 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. **Itemizes** requisition of goods/services needed.
3. **Enters** accounting information applicable to purchase.
4. **Selects** at least 4 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).
5. **Attaches** detailed specifications in Microsoft Word format & completed Proposed Supplier Form to requisition.
6. **Submits** requisition for approval and review by Cost Center Manager and Procurement for issuance of the solicitation.*

Procurement Buyer notifies Purchasing Agent when bid tabulation(s) are available in procurement system.

Procurement Buyer
(Procurement Services)

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 purchases order issued.