TASK

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.

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 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 purchases order issued.