PROCEDURE

Effective Date: March 20, 2015

Approved by: Chief Procurement Officer

See Also:
- POL-U501 (Methods and Thresholds for Procuring Goods & Services)
- TSK-U501.B.02.01 (Request for Responses - Departments)
- TSK-U501.B.02.02 (Request for Responses - Procurement)

PRO-U501.B.02 REQUEST FOR RESPONSE (RFR)

This procedure applies when making a purchase of 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 period of seventy-two (72) hours.

Definition:
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:**
- Dean, Director or Department Head
  1. Assigns responsibility for purchases to department employees and ensures that purchasing duties within department are appropriately segregated.
- Purchasing Agent (User Department)
  2. Determines the Louisiana Office of State Procurement contract that can provide for the ability to solicit competitive quotes.
  3. Conducts competitive activity as described in TSK-U501.B.02.01
- Procurement Buyer (Procurement Department)
  4. Conducts competitive activity as described in TSK-U501.B.02.02
  5. Reviews requisition & attachments for compliance and issues purchase order.
  6. Sends purchase order to supplier via mail, fax or email.