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 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.

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 Releases 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.