

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 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:

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 submits 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.