

# TASK

Effective Date: March 19, 2018

Revision Date: January 1, 2024

Approved by: Chief Procurement Officer

Authority: [LAC 34:XIII.U501.A.03](#)

See Also:

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

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

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

[FRM-U501.A.03.B](#) (*Quotation Tabulation*)

**TSK-U501.A.03.01 REQUEST FOR QUOTATION (RFQ) - DEPARTMENTAL SOLICITATION (DSOL)**

*This task applies to departmental employees requesting quotations under delegated purchasing authority.*

**Action by:**

Purchasing Agent  
(User Department)

**Action:**

1. **Prepares LSU quote form** (FRM-U501.A.03.A) and attaches specifications for purchase of goods/services.
2. **Selects** at least 3 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).
3. **Ensures** quote time is a minimum of 24 hours.
4. **Emails** quote and specifications. Each supplier receives email individually.
5. **Maintains** confirmation of email to attach to requisition.
6. **Receives** quotes and attaches email date/time stamp confirmation of all received quotes.
7. **Enters** quote information on **Quotation Tabulation Form** (See FRM-U501.A.03.B)
8. **Creates** requisition and itemize requisition based on awarded supplier's quote information.
9. **Adds** 'DSOL' in the requisition internal memo section.
10. **Attaches** all documentations listed above and any required forms/prior approvals to requisition.
11. **Submits** requisition to Procurement to review for compliance and issuance of a purchase order.