

PROCEDURE

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)

[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 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:

Dean, Director or
Department Head

Purchasing Agent
(User Department)

Procurement Buyer
(Procurement Department)

Action:

1. **Assigns** responsibility for purchases to department employees and ensures that purchasing duties within department are appropriately segregated.
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](#)
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.