

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.02.01](#) (Request for Responses - Departments)

TSK-U501.B.02.02 REQUEST FOR RESPONSES (RFR) - PROCUREMENT

This task applies to Procurement Department employees when reviewing and processing 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:

Procurement Buyer
(Procurement Department)

Action:

1. **Reviews** requisition documents (Louisiana Office of State Procurement Contract, Bid Specifications, and Suppliers to solicit).
2. **Clarifies** any bid specifications that need to be addressed. **Sends** to department for confirmation of bid specifications.
3. **Adds** additional suppliers depending on the purchase amount and competitiveness of the commodity.
4. **Sends** the solicitation to proposed suppliers for a minimum of 24 hours, not including weekends/holidays.
5. **Issues** any addendums, per solicitation clarification questions.
6. **Reviews** bids and attaches them in the procurement system.
7. **Notifies** the Purchasing Agent (User Department) that bid tabulation(s) are available to review.
8. **Reviews** department award recommendation.
9. **Issues** purchase order to the awarded supplier.