

## Request for Quotes, \$20,000 not exceeding \$25,000 in accordance with Executive Order No. JML 24-114 Section 4:C

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**PO Type: RQ – Request for Quotes (\$20K - \$25K)**

**Purchasing Office Only**

**Purchase Order is issued to vendor**

*NOTE: Soliciting quotations under these guidelines in this section are restricted to Business Affairs – Purchasing section only.*

Price quotations shall be solicited from five (5) or more bona fide, qualified vendors for purchases exceeding (\$20,000) but not exceeding (\$25,000).

Quotations may be made by facsimile or written means and shall be awarded on the basis of the lowest responsive price quotation received unless such quotation is impracticable or unreasonable. Whenever possible, at least two (2) of the bona fide, qualified vendors shall be certified small entrepreneurships or certified veteran owned small entrepreneurships. Agency files shall document, list all solicited vendors and each vendor's response, summarize quotations received, indicate the awarded quotation, and state the reason for any rejection of lower quotations.

When the price is determined to be reasonable, the requirement to solicit five (5) quotations may be waived when purchasing from a certified small entrepreneurship or a certified veteran owned small entrepreneurship. Reasonable is a best-value determination based on price, delivery, service, and/or any other related factors. This determination is to be maintained in the file.

The requirement to solicit at least two (2) certified small entrepreneurships or certified veteran owned small entrepreneurships is waived for procurements posted on LaPAC, Louisiana's internet-based system for posting vendor opportunities and award information.

A minimum of three (3) working days shall be allowed for receipt of quotations.

All written or facsimile solicitations shall include the closing date, time, and all pertinent competitive specifications, including quantities, units of measure, packaging, delivery requirements, ship-to location, terms and conditions, and other information sufficient for a supplier to make an acceptable quotation. Precautionary measures shall be taken to safeguard the confidentiality of vendor responses prior to the closing time for receipt of quotations. No quotation shall be evaluated using criteria not disclosed in the solicitation.