

## Telephone Quotes, \$10,000 but not exceeding \$20,000 in accordance with Executive Order No. JML 24-114

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### **PO Type: TQ – Telephone Quotes (\$10K - \$20K)**

#### **Purchase order is issued to vendor.**

Price quotations shall be solicited by the Requesting Department from three (3) or more bona fide, qualified vendors for purchases exceeding \$10,000 but not exceeding \$20,000.

Quotations may be made by telephone, facsimile, written, or other means and shall be awarded on the basis of the lowest responsive quotation unless such quotation is impracticable or unreasonable. Whenever possible, at least one (1) of the bona fide, qualified vendors shall be a certified small entrepreneurship or a certified veteran owned small entrepreneurship. **Contact Business Affairs-Purchasing Section for this vendor's information.** Agency files shall document, and list all solicited vendors and each vendor's contact person, summarize quotations received, indicate the successful vendor and state the reason why any lower quotation was rejected. Agency files should also contain written confirmation of the quotation from the successful vendor.

When the price is determined to be reasonable, the requirement to solicit three (3) 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 one (1) certified small entrepreneurship or certified veteran owned small entrepreneurship is waived for procurements posted on LaPAC, Louisiana's internet-based system for posting vendor opportunities and award information.

Purchase Requisitions that are received in Business Affairs – Purchasing Section will not be processed without: 1) signed, tabulated [\*Telephone Quotation Tabulation\*](#) document; and 2) a signed written confirmation of the quotation from the successful vendor.