

Request for Quotes (\$20K > \$25K)

Executive Order No. JML 24-114 Section 4:C

PO Type: RQ – Request for Quotes

Used for purchases exceeding \$20,000 but not exceeding \$25,000

Purchase Order is issued to vendor

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

Quotation Requirements:

For purchases between **\$20,000 and \$25,000**, the Purchasing Office shall:

- Solicit **five (5) or more** bona fide, qualified vendors.
- Accept quotes via **facsimile or written communication**.
- Award to the **lowest responsive quote**, unless determined impractical or unreasonable.
- Allow a **minimum of three (3) working days** for vendors to submit quotes.

Preference for Certified Small/Veteran-Owned Businesses:

- Whenever possible, solicit **at least two (2)** vendors who are:
 - Certified Small Entrepreneurships (SE), or
 - Certified Veteran-Owned Small Entrepreneurships (VSE)

The requirement to solicit 2 SE/VSE vendors is **waived** if the solicitation is posted on **LaPAC** (Louisiana's Procurement & Contract Network).

Award and Documentation:

The Purchasing Office will:

- Prepare and issue a **Purchase Order (PO)** to the awarded vendor.
- Maintain procurement records to include:
 - List of vendors solicited
 - Copy of each vendor's response
 - Summary of all quotes received
 - Awarded quotation and rationale
 - Justification for any **rejection of lower quotes**

If five (5) quotes are not solicited, a **reasonable determination** must be documented when awarding to a certified SE or VSE. This may include factors such as best value, delivery, service, etc.

Quotation Format Requirements:

All written or faxed solicitations issued by the Purchasing Office shall include:

- Closing **date and time**
- **Competitive specifications** (quantities, packaging, UOM, etc.)
- **Delivery requirements** and ship-to address
- **Terms and conditions**
- Any other information needed for vendors to submit a complete quote

Important:

- No quotation may be evaluated using **undisclosed criteria**.
- All vendor responses must be kept **confidential** until the published closing date/time.