

Telephone Quotes

In Accordance with Executive Order No. JML 25-104

PO Type: TQ – Telephone Quotes (\$30K - \$60K)

Purchase order is issued to vendor.

The following are required to complete the procurement process:

1. Completed and Approved Purchase Requisition
 - Must be entered in Banner with all appropriate approvals.
 - Must enter Quote Number in Document Text
 - Include detailed description of goods or services, account codes, and vendor information.
2. Supporting Documentation
 - Email signed Telephone Quotation Tabulation form (Purchasing website under General Forms)
 - Email original quote from successful vendor to Purchasing at purchasing@nsula.edu
3. Purchase Order
 - Purchasing will issue an official Purchase Order and email it to the vendor.
4. Invoice Submission
 - Send the original invoice or receipt to Business Affairs – Accounts Payable.
5. Timely Submission
 - All documents must be submitted promptly to avoid processing delays.
 - Once items have been delivered the requesting department will complete on-line receiving.

Section 4: Except as otherwise provided in this Order, all small purchases shall be made in accordance with the following minimum procedures:

- A. No competitive process is required for purchases not exceeding \$30,000 per single purchase transaction.
- B. Price quotations shall be solicited from three (3) or more bona fide, qualified vendors for purchases exceeding \$30,000 but not exceeding \$60,000.
 1. 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. 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.

2. 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.
3. 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.