Request for Quotes, $20,000 not exceeding $30,000 in accordance with Executive Order No. JBE 20-21 Section 4:C

PO Type: RQ – Request for Quotes ($20K - $30K)

Purchasing Office Only

Purchase Order <u>is</u> 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 totaling twenty thousand dollars ($20,000) but not exceeding thirty thousand dollars ($30,000).

Quotations may be made by facsimile or written means and shall be awarded based on the lowest responsive price quotation received. Whenever possible, at least two (2) of the bona fide, qualified vendors shall be certified small and emerging businesses, small entrepreneurships, or veteran or service-connected disabled veteran-owned small entrepreneurships. Agency file shall document, and list all solicited vendors and each vendor's response, summarize quotations received, indicate the awarded quotations, and state the reason why any lower quotation was rejected.

The requirement to solicit certified small and emerging businesses, small entrepreneurships, or veteran or service-connected disabled veteran-owned small entrepreneurship is waived for those agencies that post 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.