

Telephone Quotes, \$10,000 but not exceeding \$20,000 in accordance with Executive Order No. JBE 20-21

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 totaling ten thousand dollars (\$10,000) but not exceeding twenty thousand dollars (\$20,000).

Quotations may be made by telephone, facsimile, or other means and shall be awarded on this basis of the lowest responsive quotation. Whenever possible, at least one (1) of the bona fide, qualified vendors shall be a certified small and emerging business, a small entrepreneurship, or a veteran or service-connected disabled veteran-owned small entrepreneurship. **Contact Business Affairs-Purchasing Section for this vendor 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 bidder.

When the price is determined to be reasonable, the requirement to solicit three quotations may be waived when making purchases from a small and emerging business, a small entrepreneurship, or a veteran or service-connected disabled veteran-owned small entrepreneurship that is currently certified by the Louisiana Department of Economic Development. 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.

Soliciting three quotations may be waived when purchasing from a business registered with the Secretary of State as domiciled in Louisiana. A business analysis must determine that in-state prices are equal or better than two other current price comparisons. Comparisons may include, but are not limited to, state contract prices, General Services Administration (GSA) prices, or similar resources. Comparison documents are to be maintained in the file.

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.