

ABBREVIATIONS

CPI – Consumer Price Index
EO – Executive Order
ITB – Invitation to Bid
LG – LaGov
OSP – Office of State Procurement
PHB – Procurement Handbook
PPI – Producer Price Index
PPM – Policy & Procedure Memoranda
PSCG – Professional Service Contracts Guidelines
PTN – Procurement Training Notes
RA – Reverse Auction
RR – Rules & Regulations-34:V. et seq.
(unless otherwise noted)
RFPM – Request for Proposal Manual
RS – Revised Statute
SPO – State Procurement Officer
VG – Vendor Guide
WS – Website *Revised 3/14/17*

Addenda (um) – PHB Sect. 18 & 40; RR 505(RA); R&R 305 (ITB); RFPM pg. 11; PSCG pg. 15 & 21; PTN-15
Address for OSP – Cover of this quick reference guide
Advertisement:
General – RS43:111-211; PTN-08, 09, 10, 11
Bid – RS 39:1594. C.; RR 301
Definition – PHB Sect. 40
Professional contracts RFP – RS 39:1595.B. ; RR 2505; PSCG- pg. 15 & 18-21 & 41
Procurement RFP – RS 39:1595. B ; RFPM- pg. 9
Lease Bids – RS 39:1643
Reverse Auction – RS 39:1600.D
Agency Term Contracts – PHB -Sect. 37
All or None Bids – R&R 331. F.; PBH- Sect. 40
Amendments (modifications)-RS 39:1627, & 1644; RS Chapter 17, Part V
Anticompetitive Practices – RR Chapter 23; PHB-Sect. 40
Approvals and Review Files – PHB- Sect. 33; PSCG pg. 5, 12, 21, 22
Artificially Divided Purchase (ie Split Purchase) – RS 39:1596; RR 701; EO JBE 2016-39
Assignment of Contract – RR 337; PHB -Sect. 24; PSCG pg. 24,31, 40; VG- Sect. 13.3
Audit – RS 39:1629.1. ; RR 2203; PHB- Sect. 40; PSCG pg.6, 12, 30, 31
Award:
General – PHB- Sect. 19; RS 39:1594; R109, 307.E, 329, 331, 333, 3542, 2545, 2551, 2556; RFP pg. 19, EO JBE2016-39; VG-Sect. 11.0 & 11.1
Documentation – RR 33
Publicizing – RR335
Tie Bid – RS 39:1594.H
ITB – RS 39:1594.G
RFP – RS 39:1595.B.(7)(a); RR 2545.2 & 905 & 1111 RFPM pg. 19
Reverse Auction – RR 503.J
Progressive & Multiple – RR Chapter 18
Multi-year – RR Chapter 19; PSCG pg. 7; RR 2533
Lease w/ Purchase Options – RR2005.A.
Contract provisions – RR 2101.A
Performance-based energy-efficiency contracts – RR2503, 2505; PSCG pg. 26; RS 39: 1622
Other professional services – RS 39:1617, 1619-22, RR 2521;

PSCG- pg. 16, 17, 19-22, 25, 41; RS 39:1595.B.(7)(a)
Lease Bids – RS 39:1643
In violation of law – RS 39:1697
Bid Bonds – RR 323; PHB- Sect. 17 & 40; VG-Sect. 9.8
Bidding Time – RR 303
Bid Evaluation – RR 327; PHB- Sect. 19 & 40; RS 39:1594. E.; PTN - 03
Bid Forms – RR 307.A
Bidder List(s) – RR 309; PHB- Sect. 40; PTN-09-11
Bid Opening Date – RS39:1594.D; RR 303,
Bid Openings – RS39:1594; RR 319; PHB -Sect. 15 & 40; PTN-19
Bid Results – RR 331, 332 and 335; VG –Sect. 10
Bid Security Instruments – PHB- Sect. 17 & 40; RR 323; VG-Sect. 9.8 & 9.9; PTN-23
Bid Submissions – RR 307, RS 39:1594.C.(4) & G.; VG- Sect. 9
Boiler Plate – PHB- Sect. 40
Brand Name Contract Procedures (Establishment & Changes To) – PHB- Sect. 36 and OSP WS\Purchasing\Vendor Center\“How to Do Business” & OSP WS\Purchasing\Featured Contracts\Brand Name or LaMAS; PPM 57; VG-Sect. 8.12 & 8.13
Brand Name Contract Procedures for Microcomputers – OSP WS\Purchasing\Vendor Center; VG-Sect. 8.16
Brand or equal specification – RR 109.B
Cancellation of Purchase Order or Contracts – PHB- Sect 23; RR 1307, 2515; VG-Sect. 13.1 & 13.2
Cancellation of Solicitation – RR Chapter 13; PHB- Sect. 21; RS 39:1605; PTN – Sect. 16; VG- Sect. 11.7
Cancellation of Solicitation Reasons – RR 1307; RS 39:1595 (B)(7)(b)&(8); RFPM pg. 23
Cash Discounts – RR 331. C.; PHB- Sect. 19; VG-Sect. 9.5
Change Orders – RS39:1661; PHB- Sect. 23
Code of Ethics – RS 42:1101-1170
Collusive or Identical Bidding – RR Chapter 23
Commodities by SPO – OSP WS\Purchasing\About Us\Contacts-
Commodity List – OSP WS\Purchasing\Vendor Center (see: Vendor Registration)
Competition – RS39:1655,
Competitive Sealed Bids – RS39:1556 (9), 39:1593(1), & 39: 1594; RR Chapter 3; VG- Sect. 8.6 & 8.20
Conditioned Bids – RR 307.C
Construction – RS38:2211-2296
Consulting Services – see Professional Services Contracts
Contracts – RS39:1568.1, RS 39:1611-1616; RR Chapter 17; OSP WS\Contracts; PHB -Sect. 36
Controversy – RS39:1673, 1716; Memo OSP16-09
Clauses – RS39:1661 and 1625
Monitoring – RS39:1569.1, 39:1595(B)(9) & (10), PHB- Sect. 36, pg. 58-59; RFPM pg. 25
Termination – RFPM pg. 24; PSCG pg. 6; RR 2515
Cooperative Purchasing – RS39:1702-1709; RR Chapter 27; PPM 54; VG- Sect. 8.18
Copy Fees for Public Records – LAC Title 4, Part I, Chapter 3
Correction or Withdrawal of bids – RS39:1594.F; RR 315, 321, 509
Cost-Plus-a-percentage-of-Cost Contracts Prohibited – R&R 1705; RS 39:1611
CPI – <http://stats.bls.gov/cpi/>
Data Processing – see Information Technology Procurement
Default of Contractor – RS39:1661.C
Deficiency/Complaints – PHB- Sect. 25; VG- Sect. 12.2
Definitions:

Procurement Code – RS39:1556, 1732, and 1752
Rules and Regs. – RR 101, 109, 301,307, 321, 327, 329, 501, 1103, 1501, 1801, 2309, 2503, 2505.D.1.b.ix, 3101; PHB- Sect. 13, pg. 24, Sect. 19, pg. 37, Sect. 27, pg. 43, Sect. 40; PSCG- pg. 24-28
Delegated Authority – RS39:1566; R&R 105, 2501, 2527; PHB -Sect. 6; Memo OSP 03-13, 15-08, and 16-03; PTN-01; PPM 56; VG- Sect. 3.3
Delivered (Net) Prices – RR 307.F; PHB-Sect. 19
Deliveries /Deliverables – RR 33 & 2536; RS 39:1594.B. (c) & (d), 39:1623.A(6)
Difference between ITB and RFP – PHB- Sect. 8; VG-Sect. 8.22
Directions to State Purchasing – OSP WS\Purchasing\About Us
Disbursements (Procurement) – PPM 7
Documentation of Award – RR 333; PHB-Sect. 19
eCat – OSP WS –Purchasing\Featured Contracts
Email addresses – OSP WS\ Purchasing\About Us\Contacts; (includes contact info for PC Team also);or, OSP WS\Professional Contracts\About Us>Contact Information
Emergency – RS 39:1598, 1621.A & B, 1619.B; RR 1101-1111, 2542.A.1, 2554; PHB-Sect. 31; PSCG pg. 11 & 25
Escalation Clause – RS39:1656
Ethics – RS 42.1111-1170; PHB-Sect. 2; VG-Sect. 4.0
Evaluation of Bids – RS39:1594.E.; RR 327; PBH-Sect. 19; VG-Sect. 11.0
Exempt from Central Purchasing Agency – RS 39:1572
Exempt Goods & Services – RS39:1594.I
Faxed Bids/Quotations – PHB- Sect. 32; RR 309; EO JBE2016-39; PTN -45
Financed Purchases – RS39:1616; OSP WS/Travel; PHB-Sect. 30
Freight Terms (FOB) – PHB- end of Sect. 19
Frequently Asked Questions – OSP WS\Purchasing\Agency and Vendor Center; OSP WS\Professional Contracts\Agency Training Resources
Glossary of Purchasing Terms – PHB -Sect. 40
Governing Law – RS9:2778
Group Purchasing – RS39:1600.B.
GSA Contracts – see LaMAS contracts
Holiday postponement of bid opening – RR 319.C; PTN-07
Information Technology Procurement(s) – RS 39:196-200; RR Chapter 55
Inspection of Bids – RS44:33, RR 319.B.2
Inspection @ Contractor facilities – RS 39:1629; RR 2201
Installment (Financed) Purchase – RS39:1616; OSP WS; PHB- Sect. 30
Invitation to Bid (ITB) – see Competitive Sealed Bids
Key Internal Controls – PSCG pg. 8-9; OSP WS\ Purchasing\Agency Center\RFP Manual w/ Exhibits
Labor and Materials – RS38:2211-2296
LaCarte Credit Card – OSP WS; PHB- Sect. 5; VG-Sect. 8.10
LaPAC – OSP WS
Late Bids – R&R 317; PHB-Sect. 40; PTN-18; VG-Sect. 10.2
Late Payment – RS39:1695; RS13:4202(B); PHB-Sect. 26
Law Search – OSP WS\Purchasing\Legal; OSP WS\Professional Contracts\Legal Information
Lease-Purchase – RS 39:1761 et seq; RR 2005; RR- 34:I.1.3.53.5301
Leases (Procurement)– RR Chapter 20
Location of State Purchasing Office – OSP WS\About Us
Maintenance and Services PPM 51 – OSP WS\Legal
Map of our location – OSP WS \Purchasing\ About Us

Methods of Source Selection – RS 39:1593 (see also, Common Procurement Methods)
Mistakes in Bids – RR 321; VG- Sect. 9.2 & 11.4
Mistakes Made by Vendors – Vendor Guide OSP WS\Vendor Center
Multi-year Contracts – RS39:1615; RR 1901-1905
Negotiation Prohibited – RR 327.E
Net Prices – RR 307.F
NIGP – OSP WS\Purchasing\Agency Center
Notifying Unsuccessful Bidders – RS39:1606; RR 335; PTN-24
Oral Discussions – RS39:1595.C; RFPM pg. pg. 13-15
P Card – see LaCarte Credit Card
Performance Bonds – RR 323.B; PHB- Sect. 17; VG-Sect. 9.9
Period of Inquiry – PHB-Sect. 11; RFPM-pg. 11; PSRFFM- pg. 14
PPI – <http://stats.bls.gov/ppi/>
Prebid Conference – RR 311; PHB- Sect. 10
Product Category – see Commodity List
Preference(s) & Calculation – PHB- Sect. 16; PTN-21; RS 39:1604, 1604.1-1604.6; VG-Sect. 11.6; RR 2105; PPM 59
Printing – RS43:1-34; PPM 64; OSP WS\Purchasing\Featured Contracts; Memo OSP 15-08
Prison Enterprise Contracts – PHB- Sect. 7; RS 15:1157.A (1)
Prison Enterprises Mftg. Raw Materials Solicitations-PTN-Sect. 39
Procurement Code – RS39:1551-1716
Procurement Methods – RS39:1593-1600; PHB- Sect. 7; VG-Sect. 8.0
Procurement Statutes – PHB- Sect. 3; VG-Sect. 5.0
Procurement Support Team- RS 39:200.I, 39:1621.C & 1622. E & G; RR 2549, 2551, 2557; RR Chapter 55-Sect. 5513
Professional Organizations – OSP WS\Purchasing\Agency Center
Professional Services Contracts:
General – OSP WS\Professional Contracts; RS 39:1617, 39:1626, 39: 1613, 39:1595.1, 39:1590 & 39:1567 (B); PSCG pg 1-45; PPM 55 & 56; Memo OSP 16-03; Memo OSP16-12; RR Chapter 25;
Consulting – RS 39:1621
Personal – RS- 39:1620
Professional – RS 39:1617
Attorney – PPM- 50; Memo OSP15-03, 15-04 & 15-06
Social Services – RS 39:1619; PPM- 55
Performance-based energy efficiency contracts – RS 39:1622; RR2505; OSP WS\Professional Contracts\For State Agencies
Cooperative Endeavor Agreements (CEAs) – PPM- 54; EO JBE 2016-36; OSP WS\Professional Contracts\For State Agencies\Executive Orders
Line Item Appropriations (LIAs) – OSP WS\Professional Contracts\For State Agencies\Executive Orders; and EO JBE2016-38
RFPs – Memo OSP16-08;
Proprietary Specifications – RS39:1655; RR 109; PHB- Sect. 7 & 27; PTN-06; VG-Sect. 8.3
Protests – RS39:1671, 39:1683; PHB- Sect. 16; PSCG pg. 16; VG-Sect. 9.11
Public Contracts – RS38:2211-2296
Public Records – OSP WS; RS44:1-41; RS39:1557, 39:1594.D, RR 103; VG- Sect. 10.4 & 10.5
Public Records Request – OSP WS
Purchase Orders – RS39:1594.G; RR 335; PHB- Sect. 22; VG- Sect. 13.1

Purchasing & Professional Contracts Rules & Regulations – LAC Title 34, Part I; OSP WS\Purchasing\Legal Information; OSP WS\Professional Contracts\Legal Information
Qualified Products List – RR1309.C; PTN-35
Quasi Agency List – OSP WS\Purchasing\About Us\Contacts
Reciprocal Preferences – RS39:1604.1 & 2; PHB- Sect. 19; PPM -59
Regional Map – OSP WS\Purchasing\Vendor Center
Rejection of Bids – RR Chapter 13; RR 331.A; RS 39:1602; VG-Sect. 11.7
Rejection of Proposals – RR Chapter 13; RFPM pg. 23
Renewal of Contracts – RR 2101-2103; PHB- Sect. 34; PTN-28
Rentals/Leases – RR Chapter 20; PHB -Sect. 29
Reporting Requirements – RS39:1567, RS39:1568.1, RS 39:1736, RS 39:1569, RS 39:1590, RS39:1696.A.; RR 109, 329, 905.B, 1111.B, 2505, 2506; PHB-Sect. 27 & 31; PPM- 37; Memo OSP 16-03
Request for Proposal – RS39:1593.C; PHB- Sect. 35; OSP WS\Purchasing\Agency Center; RFPM; PTN-44
Requisition/Shopping Cart Review – PHB- Sect. 12
Requisition/Shopping Cart Renewals – PHB- Sect. 34
Requisition/Purchase Order Process Overview – PHB- Sect. 9
Resale Items – RS39:1554.H, RS 39:1615.D (1); RR 905.A.2.c
Resident Business – RS39:1594.H, 39:1556 (46)
Responsible Bidder – RS39:1556 (49) RS39:1606; RR327.B and Chapter 15; VG-Sect. 11.3
Responsive Bidder – RS39:1556(48); RR 327.B; VG-Sect. 11.2
Reverse Auction – RS 39:1593(6)(d), 39:1556(50),(39:1600); RR Chapter 5
Rules and Regulations – OSP WS\Purchasing\ Legal Information
Sealed Bidding (definition) – RS39: 1556(22); See also Competitive Sealed Bids
Sheltered Workshops – RS39:1604.4, RS39: 1604.4(1); RR 2105; PHB- Sect. 7
Signature (Definition) – RS 39:1556 (53)
Small and Emerging Business (SEB) – RS39:1731-1738; EO JBE 2016-39; OSP WS\Purchasing\About Us; VG-Sect. 14.0; PHB-Sect. 38
Small Entrepreneurship/Hudson Initiative (SE-HI) – RS39:2001, et. seq., RS51:931; LAC 19:VII.Chapters 11 and 15; PHB -Sect. 38; VG- Sect. 15.0; OSP WS\Professional Contracts\For State Agencies; OSP WS\Purchasing\Home
Social Services Contracts – see Professional Services Contracts
Small Purchase – RS39:1596; EO JBE 2016-39; OSP WS\Legal Information, RR 701; VG-Sect. 5.4 & 8.1
Sole Source – RS39:1597; RR Chapter 9; PHB- Sect. 27; RR 2545.A.2, 2554; PSCG pg. 10 & 27
Soliciting Prior Contractors – RS39:1594. C(1); PTN-11
Solicitations – PHB- Sect. 14; PTN-11
Source Selection Methods – RS 39:1593
Specifications – RS39:1651-1658; RR Chapter 1; PHB- Sect.13; VG- Sect. 9.10
Split Award – R&R 331.F.2
Split Purchases (ie Artificially Divided Purchase) – RR 701; RS 39:1596; EO JBE 2016-39
SPO Commodities – OSP WS\ Purchasing\About Us\Contacts
State Agency List – OSP WS\ Purchasing\About Us\Contacts
State Regional Map – OSP WS\Purchasing\Vendor Center; VG-Sect. 7.8
Types of Contracts – RS39:1611-1622; RR Chapter 17; PHB- Sect. 36; PSCG-all; VG-Sect. 8.11; OSP WS\Purchasing\Featured Contracts and OSP WS\Professional Contracts

Stay of Award during Protest – RS39:1671.F; PHB- Sect. 16
Tabulation (i.e. recorded/recording/documentation) – RS39:1594.D; R&R 319.B; RR 335; PHB-Sect. 19-pg. 35
Taxes – RR 307.G; VG- Sect. 9.7; PTN-31
Telecommunications – RS39:1751-1755; LAC Title 4, Part IX
Tie Bids – RS 39:1594.H, RS39:1626.C; RR 329, RR 511, & RR Chapter 23; VG-Sect. 11.5; PHB -Sect. 20
Trade-In of Used Equip. – PHB- Sect. 28
Travel – OSP WS State Travel; PPM 49
Unsigned Bid – RR 321.B.2
Used Equipment – RS39:1600.C; RR 905.B
Vendor Registration – OSP WS\Purchasing/ Vendor Center
Violation of Procurement Code – RS39:1679
W-9 – OSP WS\Purchasing\Vendor Center\Vendor Registration or OSP WS\Purchasing\Online Forms\Vendor Forms
Withdrawal of Bids – RS39:1594.F; VG-Sect. 9.4; RR 509
Written (definition) – RS 39: 1556(62)

Quick Reference Guide for State Entities governed by the Procurement Code



Purchasing & Professional Contract Reference Information

Mailing Address:

Office of State Procurement
P. O. Box 94095
Baton Rouge, LA 70804-9095

Physical Address:

Office of State Procurement
1201 North Third Street, Suite 2-160
Baton Rouge, LA 70802

Purchasing Help Desk:

DOA-OSPhelpdesk@la.gov

Professional Contracts Help Desk:

DOA-PChelpdesk@la.gov

Vendor Inquiries: Vendr_inq@la.gov

Tel: (225) 342-8010
Fax: (225) 342-9756

Website: <http://doa.la.gov/Pages/osp/Index.aspx>

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