

**ABBREVIATIONS****AGPS** – Advanced Government Purchasing System**CPI** – Consumer Price Index**EO** – Executive Order**ISIS** – Integrated Statewide Information System**ITB** – Invitation to Bid**OSP** – Office of State Purchasing**PHB** – Procurement Handbook**PPI** – Producer Price Index**R&R** – Rules and Regulations**RFP** – Request for Proposal**RS** – Revised Statute**SPO** – State Purchasing Officer**WS** – Website rev. 9/14

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**Addenda** – R&R 505, PHB Sec. 18**Address, Mailing for OSP** – Cover of this quick reference**Address, Street for OSP** – Cover of this quick reference**Advertisement of bids** – RS39:1594.C, RS43:111-211, R&R 505**Advertising/Media Placement** – EO BJ 08-67**Agency Term Contracts** – PHB Sec. 37**AGPS Status Codes** – BTAB screen in AGPS\Inquire on TT**All or None Bids** – R&R 531.F**Anticompetitive Practices** – R&R 2301-2311**Approvals and Review Files** – PHB Sec. 33**Artificially Divided Purchase** – RS 39:1596, R&R 701, EO BJ 08-67, OSP Memo 04-07**Assignment of Contract** – R&R 537, PHB Sec. 24**Award** – RS39:1594.G, R&R 527, 529.C, 531, and 533, PHB Sec. 19**Bid Bonds** – R&R 523.A, PHB Sec. 17**Bidding Time** – RS39:1594.C(1), R&R 503**Bid Evaluation** – RS39:1594.E, R&R 527**Bid Forms** – R&R 507**Bid List** – R&R 509**Bid Opening Date** – RS39:1594.C(1), R&R 503**Bid Openings** – RS39:1594.D, R&R 519, PHB Sec. 15**Bid Results** – R&R 531.B and 535**Bid Security Instruments** – PHB Section 17**Bid Submittal** – R&R 507**Boiler Plate** – Standard Instructions, Terms and Conditions**Brand Name Contract Procedures (Establishment & Changes To)** – PHB Sec.

36 and OSP WS\Vendor Center\“How to Do Business” &amp; OSP WS\Contracts\Brand Name or LaMAS

**Brand Name Contract Procedures for Microcomputers** – OSP WS\Vendor Center**Brand or equal specification** – R&R 309.B**Cancellation of Purchase Order** – RS39:1661.B, PHB Sec. 23**Cancellation of Solicitation** – RS39:1599, R&R Chapter 13, PHB Sec. 21**Cancellation of Solicitation Reasons** – R&R 1307**Cash Discounts** – R&R 531.C, PHB Sec. 19**Change Orders** – RS39:1661, R&R 531.D, PHB Sec. 23**Code of Ethics** – RS 42:1101-1170**Collusive Bidding** – RS39:1626, R&R Chapter 23**Commodities by SPO** – OSP WS\About Us\Contacts**Commodity List** – OSP WS\Vendor Center**Competition** – RS39:1655, Small Purchases EO BJ 08-67, R&R 309**Competitive Sealed Bids** – RS39:1594, R&R Chapter 5**Conditioned Bids** – R&R 507.C**Construction** – RS38:2211-2296**Contract Controversy** – RS39:1673, 1716**Contract Clauses** – RS39:1661**Contract Use by State Agencies** – R&R 1701, OSP Memo 04-07**Contracts** – RS39:1611-1616, R&R Chapter 17, OSP WS\Contracts, PHB Sec. 36**Cooperative Purchasing** – RS39:1702-1709, R&R Chapter 25**Copy Fees for Public Records** – LAC Title 4, Chapter 3**Correction or Withdrawal of bids** – RS39:1594.F, R&R 515 and 521**Cost-Plus-a-percentage-of-Cost Contracts Prohibited** – R&R 1705, RS 39:1611**CPI** – <http://stats.bls.gov/cpi/>**Data Processing** – RS39:196-200, LAC 34:I.55; OSP Memo 03-12 (WS), OSP Memo 04-02 (WS) R&R 5501-5513**Debar or Suspend Vendors** – RS39:1672**Default of Contractor** – RS39:1661.C**Deficiency/Complaints** – PHB Sec. 25**Definitions in Procurement Code** – RS39:1556, 1591, 1595.A, 1595.4.E, 1701, 1732, and 1752**Definitions in Rules and Regs.** – 301.A.1,309.A.1, 309.B.1, 309.C.1, 309.D.1, 527.B, 529.A and B.2, 1309.C, 1501, 5103**Delegated Authority** – RS39:1566, R&R 305.B, PHB Sec. 5, Memo OSP 03-13**Delivered Prices** – R&R 507.F**Deliveries** – R&R 539**Difference between ITB and RFP** – PHB Sec. 8**Directions to State Purchasing** – OSP WS\About Us and cover of this quick reference**Documentation of Award** – R&R 533**eCat** – OSP WS – Home Page\Services**Email addresses** – OSP WS\About Us\Contacts**Emergencies** – RS39:1598, R&R 1101-1111, PHB Sec. 31**Escalation Clause** – RS39:1656**Evaluation of Bids** – RS39:1594.E, R&R 527**Exclusions from Procurement Code** – RS 39:1554**Executive Order BJ 2010-16**, OSP WS \Legal**Executive Order Small Purchases** – RS 39:1596, R&R 701, OSP WS\Legal**Exempt Agencies** – RS 39:1572**Exempt Goods & Services** – RS39:1594.I**Fax Number for OSP** – 225-342-8688 and cover of this quick reference**Faxed Bids** – PHB Sec. 32**Financed Purchases** – RS39:1616, OSP WS, PHB Sec. 30**Freight Terms** – PHB end of Sec. 19**Frequently Asked Questions** – OSP WS\Agency and Vendor**Glossary of Purchasing Terms** – PHB Sec. 39**Governing Law** – RS9:2778**Group Purchasing** – RS39:1593.1**GSA Contracts** – See LaMAS Contracts**Help Desk (OIS)** – 342-2677 – AGPS/LEO questions; eCat/LaPAC questions from AGPS users**Help Desk (OSP)** – (225) 219-HOW2 (4692) – Purchasing questions from all & eCat/LaPAC questions from Vendors & Non-AGPS users)**Holiday postponement of bid opening** – R&R 519.C**Inspection of Bids** – RS44:33, R&R 519.B.2**Installment Purchase** – RS39:1616, OSP WS, PHB 30**Internet** - OSP URL is [www.doa.louisiana.gov/osp](http://www.doa.louisiana.gov/osp)**ITB** – Invitation to Bid – RS39:1594.B, R&R Chapter 5**Labor and Materials** – RS38:2211-2296**LaCarte Credit Card** – OSP WS; PHB Sec. 5**LaMAS Contracts** – WS\Contracts, OSP Memo 03-11(WS), PHB Sec.36, R&R 2506**LaPAC** – OSP WS**Late Bids** – R&R 517**Late Payment** – RS39:1695**Law Search** – OSP WS\Legal**Lease-Purchase** – RS 39:1761, R&R 2005 and 5301**Leases** – R&R Chapter 20**Location of State Purchasing Office** – OSP WS\About Us**Maintenance and Services PP 51** – OSP WS\Legal**Map of our location** – OSP WS under About Us**Mistakes in Bids** – R&R 521**Mistakes Made by Vendors** – Vendor Guide OSP WS\Vendor Center**Multiple Awards** – R&R 1803**Multi-year Contracts** – RS39:1615, R&R 1901-1905**Negotiation Prohibited** – R&R 527.E**Net Prices** – R&R 507.F**NIGP** – OSP WS under agency center**Notifying Unsuccessful Bidders** – RS39:1601, R&R 535**P Card** – OSP WS; PHB Sec.5**Performance Bonds** – R&R 523.B, PHB Sec. 17**Period of Inquiry** – PHB Sec. 11**PPI** – <http://stats.bls.gov/ppi/>**Policy and Procedure Memo 51 (Maint. and Services)** – OSP WS under legal**Prebid Conference** – R&R 511, PHB Sec. 10**Preference Calculation** – PHB Sec. 19**Preferences** – RS39:1594.H, 39:1595 et. seq., R&R 2105, PHB Sec. 19**Printing** – RS43:1-34**Printing Terms Glossary** – OSP WS\Agency Center**Prison Enterprise Contracts** – PHB Sec. 7; RS15:1157.A(1)**Procurement Code** – RS39:1551-1736**Procurement Methods**, RS39: 1593-1598, PHB Sec. 7**Procurement Statutes** – PHB Sec. 3**Professional Organizations** – OSP WS\About Us\Contacts**Professional Services** – RS39:1481-1526 (handled by Office of Contractual Review)**Proprietary Specifications** – RS39:1655, R&R 309, PHB Sec. 27**Protests** – RS39:1671, PHB Sec. 16**Public Contracts** – RS38:2211-2296**Public Records** – RS44:1-41, RS39:1557, 39:1594.D, R&R 303**Purchase Orders** – RS39:1594.G, R&R 535, PHB Sec. 22**Purchasing Rules & Regulations** – LAC Title 34, Part I; OSP WS under Legal**Qualified Products List** – R&R 309.C**Quasi Agency List** – OSP WS\About Us\Contacts**Reciprocal Preferences** – RS39:1595.1, PHB Sec. 19**Regional Map** – OSP WS under Vendor Center**Rejection of Bids** – R&R 1309.C**Renewal of Contracts** – R&R 2101-2103, PHB Sec. 34**Rentals/Leases** – R&R Chapter 20, PHB Sec. 29**Reporting Requirements** – RS39:1567, RS39:1613, RS39:1696, R&R 907.B and 1111.B.2**Request for Proposal** – RS39:1593.C, PHB Sec. 35, OSP WS\Agency Center**Requisition Review** – PHB Sec. 12**Requisition/Purchase Order Process Overview** – PHB Sec. 9**Resale Items** – RS39:1554.H, RS39:1615.D(1), R&R 905.A.2.c**Resident Business** – RS39:1594.H, 1591(6)**Responsible Bidder** – RS39:1591(7), RS39:1601, R&R 527.B.2 and Chapter 15**Responsive Bidder** – RS39:1591(8), R&R 527.B.1**RFP** (see Request for Proposal)**Rules and Regulations** – OSP WS under legal**Sealed Bidding** (definition) – RS39: 1556(22)**Sheltered Workshops** – RS39:1595.4, RS39: 1594.I(1), R&R 2105, PHB Sec. 7**Small and Emerging Business (SEB)** – RS39:1731-1738, Small**Purchases Exec. Order BJ 08-67**, OSP WS\About Us**Small Entrepreneurship/Hudson Initiative (SE-HI)** – RS39:2001, et. seq.;

RS51:931; LAC 19:VII.Chapters 11 and 15; PH Sec. 39

Small Purchase Exec. Order – RS39:1596, Exec. Order  
BJ 2010-16, OSP WS\Legal, R&R 701  
Sole Source – RS39:1597, R&R 901-907, PHB Sec. 27  
Soliciting Prior Contractors – RS39:1594.C(1)  
Solicitations – PHB Sec. 14  
Specifications – RS39:1651-1657, R&R Chapter 3, PHB Sec.13  
Split Award – R&R 531.F.2  
Split Purchases – R&R 701, RS 39:1596, EO BJ 08-67  
SPO Commodities – OSP WS\About Us\Contacts  
State Agency List – OSP WS\About Us\Contacts  
State Regional Map – OSP WS\Vendor Center  
Statewide Contracts – RS39:1611-1616, R&R Chapter 17, PHB Sec. 36,  
OSP WS\Contracts  
Stay of Award during Protest – RS39:1671.F, PHB Sec. 16  
Tabulation – RS39:1594.D, R&R 519.B, R&R 535  
Taxes – R&R 507.G  
Telecommunications – RS39:1751-1755; LAC Title 4, Part IX  
Telephone Nos. State Purchasing – OSP WS under about us  
Tie Bids – RS 39:1594.H, RS39:1626, R&R 529, R&R 2309  
Trade-In of Used Equip. – PHB Sec. 28  
Travel – OSP WS under State Travel  
Unsigned Bid – R&R 521.B.2  
Used Equipment – RS39:1645; R&R 905.B  
Vehicle Purchases – WS\Contracts  
Vendor Registration – OSP WS under Vendor Center  
Violation of Procurement Code – RS39:1679  
W-9 – OSP WS under vendor registration or on-line forms  
Website Address for OSP – [www.doa.louisiana.gov/osp](http://www.doa.louisiana.gov/osp) and on the front  
of this quick reference  
Withdrawal of Bids – RS39:1594F  
Written (definition) – RS 39: 1556(29)

225-219-4692  
Help Desk Email:

225-342-8010  
225-342-8688  
225-219-7837  
225-342-5019  
225-342-7097  
225-342-8369

OSP Help Desk  
[DOA-OSP-HELP-Desk@La.gov](mailto:DOA-OSP-HELP-Desk@La.gov)

Receptionist  
OSP Facsimile  
Bid Room  
Travel Facsimile  
OCR  
OCR Facsimile

## Quick Reference for State Agencies that follow the Procurement Code



**State Purchasing Information  
Mailing Address:**  
**Office of State Purchasing & Travel**  
**P. O. Box 94095**  
**Baton Rouge, LA 70804-9095**

**Physical Address:**  
**Office of State Purchasing & Travel**  
**1201 North Third Street**  
**Suite 2-160**  
**Baton Rouge, LA 70802**

**Directions:**  
**From I-110 S or N**  
**Capitol Access Road Exit**  
**to Capitol Lake Road**  
**continue west**  
**turn right on North Third**

**Tel: (225) 219-4692**  
**Fax: (225) 342-8688**

**Website: [www.doa.Louisiana.gov/osp](http://www.doa.Louisiana.gov/osp)**  
**Help Desk: [DOA-OSP-HELP-DESK@La.gov](mailto:DOA-OSP-HELP-DESK@La.gov)**