



# *Emergency Procurements*

**Office of State Procurement**

# Pieces of Emergency Procurement

I. LaPAC & eCat

II. Emergency Procurement Authority

III. Defining Emergency Procurement

IV. Emergency Procurement Methods & Considerations

There will be time allowed for questions after each section. Please enter them in the Zoom Chat box.



# State of Louisiana Electronic Systems

- LaPAC
  - eCat
- 
- Links throughout the presentation will be collected on the final slide





# LaPAC

- Vendor Registration

<https://wwwcfprd.doa.louisiana.gov/osp/lapac/vendor/VndPubMain.cfm>

Contact [Vendr\\_Inq@la.gov](mailto:Vendr_Inq@la.gov) for password resets or other account issues.

- UNSPSC Codes

<https://wwwcfprd.doa.louisiana.gov/osp/lapac/vendor/commodityTree.cfm>

- Importance of Updated information!

As your offerings and personnel change, please be sure to update your registration. This will make it much more likely to receive current opportunities as they are published.

Best Practice: Review and update your company's information annually.

# LaPAC Vendor Menu

Office of State Procurement

**LaPAC**

Welcome to the Louisiana Procurement and Contract Network

Help

LaPAC Public Menu

**Vendor Registration Menu**

Vendor Reg Procedures

UNSPSC Product Search

UNSPSC Product Tree

## Vendor Registration Menu

**All vendors that wish to receive email notifications of bid opportunities must be registered in LaGov via the vendor enrollment portal.**

### [Vendor Enrollment Portal](#)

Complete the New Supplier Registration form and click submit. **Important!** Be sure to close all web browser sessions after you click submit. You will receive an email with your permanent User ID (LaGov Vendor Number) and a new link to create your personal password. You can now manage your account — create/update additional contacts, manage own data, manage company data and manage product categories.

### [Maintain Registration Information](#)

Using permanent User ID and personalized password, login and manage company information.

### [Vendor Registration Procedures](#)

Visit our Vendor Center for additional details on the new LaGov Vendor Registration process.

### [UNSPSC Product Search and Product Tree](#)

Search for UNSPSC Products by entering a search term or expanding product categories to view descriptions at the Segment, Family, Class, and Commodity Code levels.

### [Search for Registered Vendors \(LaGOV\)](#)

Search for vendor information that has been provided in the new LaGov vendor enrollment portal (enrollment by UNSPSC Commodity Class Codes).

### [LaPAC Public Menu](#)

Access the Louisiana Procurement and Contract Network to search for bids by category, department, open dates or bid number.

### [Louisiana.gov](#)

Visit Louisiana.gov - the official website of the State of Louisiana.

# LaPAC Main Menu

Office of State Procurement

## LaPAC

Welcome to the Louisiana Procurement and Contract Network [Help](#)

[LaPAC Public Menu](#) [Bids by Category](#) [Bids by Department](#) [Search for Open Bids](#) [Search by Bid Number](#) [Vendor Registration Menu](#)

### LaPAC Public Menu

**All vendors that wish to receive email notifications of bid opportunities must be registered in LaGov via the vendor enrollment portal.**

[Vendor Registration Menu](#)  
Use the LaGov vendor enrollment portal to market your products or services.

[Bids by Category](#)  
View a listing of bids by category for all departments.

[Bids by Department](#)  
View a listing of solicitations by department.

[Search for Open Bids](#)  
Locate open solicitations by one or more selection criteria.

[Search by Bid Number](#)  
Locate solicitations by bid number.

[Check Status](#)  
View a listing of solicitations that have already opened and see the current status.

[Contract Search](#)  
Use Louisiana's Electronic Catalog (eCat) to view State contracts for use by state agencies, quasi state agencies and political subdivisions.

[PROACT - Procurement](#)  
[PROACT - Contracts](#)  
Use PROACT to submit procurement requests to the Office of State Procurement.

[Office of State Procurement](#)  
Visit the Office of State Procurement website.

[Louisiana.gov](#)  
Visit Louisiana.gov - the official website of the State of Louisiana.



# LaPAC Search by Open Bid

Office of State Procurement

**LaPAC**

Welcome to the Louisiana Procurement and Contract Network

Help

LaPAC Public Menu

Bids by Category

Bids by Department

Search for Open Bids

Search by Bid Number

Vendor Registration Menu

## Search for Open Bids

This page allows you to locate open documents by one or more selection criteria. Solicitations are open until the bid open date has passed. To search for open bids, enter your search criteria in the form below and click the SEARCH button. If any criteria do not apply simply leave that item blank.

Department:

Category:

Date Range: From:  (mm/dd/yyyy) To:  (mm/dd/yyyy)

To search by date, you must enter a begin and end date.

- Compare Date Range To:
- Open Date** - Opening date for the solicitation
  - Cancel Date** - Cancellation date of the solicitation
  - Issue Date** - Date the solicitation was first entered into LaPAC
  - Last Change Date** - Date the solicitation posting was most recently updated

Keywords:

To search for a phrase, enclose in double quotation marks.  
To search for multiple words or phrases, separate using spaces.

- Search for documents containing **ALL** the keywords.
- Search for documents containing **ANY** of the keywords.

Search

Reset



# Louisiana Electronic Catalog (eCat)

- Houses current contract information

**Office of State Procurement**

## Louisiana's Electronic Catalog (LA eCat)

Search tool for items on state contracts. [Help](#)

**LaGov**

<b>Contract</b>	<b>Vendor</b>	<b>Contract Line Item:</b>	<b>Catalog Items:</b>
Contract # <input type="text"/>	Name <input type="text"/>	Line # <input type="text"/>	MDM Catalog Reference # <input type="text"/>
Contract Desc. <input type="text"/>	SEBD <input type="text" value="Any"/> VSE <input type="text" value="Any"/>	Product Category <input type="text"/>	Supplier Part # <input type="text"/>
T-Number Desc <input type="text"/>	SE/HI <input type="text" value="Any"/> DVSE <input type="text" value="Any"/>	Material # <input type="text"/>	Region <input type="text"/>
T-number <input type="text"/> <input type="button" value="Lookup"/>		Product Category/Line Item Description <input type="text"/>	Catalog Item Long Description <input type="text"/>
Coop? <input type="text" value="Any"/>			Emergency <input type="text" value="Any"/>

- Search using singular word forms only.  
- Words separated by a space searches for items containing all words in any order.  
- Enclose a phrase in quotes to search for the exact phrase.  
- Words separated with OR searches for any of the words.  
- % can be used as a wildcard when searching

Search for:  Contracts  Contract Line Items  Catalog Items

[LaPAC Public Menu](#)





# Louisiana Electronic Catalog (eCat) cont.

Office of State Procurement

## Louisiana's Electronic Catalog (LA eCat)

Search tool for items on state contracts.

Help

LaGov

<b>Contract</b>		<b>Vendor</b>		<b>Contract Line Item:</b>		<b>Catalog Items:</b>	
<b>Contract #</b>	<input type="text"/>	<b>Name</b>	<input type="text"/>	<b>Line #</b>	<input type="text"/>	<b>MDM Catalog Reference #</b>	<input type="text"/>
<b>Contract Desc.</b>	<input type="text"/>	<b>SEBD</b>	<input type="text" value="Any"/>	<b>VSE</b>	<input type="text" value="Any"/>	<b>Supplier Part #</b>	<input type="text"/>
<b>T-Number Desc</b>	<input type="text"/>	<b>SE/HI</b>	<input type="text" value="Any"/>	<b>DVSE</b>	<input type="text" value="Any"/>	<b>Region</b>	<input type="text"/>
<b>T-number</b>	<input type="text"/>	<input type="button" value="Lookup"/>		<b>Material #</b>	<input type="text"/>	<b>Catalog Item Long Description</b>	<input type="text"/>
<b>Coop?</b>	<input type="text" value="Any"/>			<b>Product Category/Line Item Description</b>	<input type="text"/>	<b>Emergency</b>	<input type="text" value="Any"/>

- Search using singular word forms only.
- Words separated by a space searches for items containing all words in any order.
- Enclose a phrase in quotes to search for the exact phrase.
- Words separated with OR searches for any of the words.
- % can be used as a wildcard when searching

Search for:  **Contracts**  **Contract Line Items**  **Catalog Items**



# Louisiana Electronic Catalog (eCat) cont.

Office of State Procurement

## Louisiana's Electronic Catalog (LA eCat)

Search tool for items on state contracts. [Help](#)

LaGov

Contract Vendor Contract Line Item: Catalog Items:

Contract #  Vendor Name

Contract Desc.  SEBD  VSE

T-Number Desc  SE/HI  DVSE

T-number

Coop?

Line #  Product Category

Material #

Product Category/Line Item Description

MDM Catalog Reference #

Supplier Part #

Region

Catalog Item Long Description

Emergency

- Search using singular word forms only.  
- Words separated by a space searches for items containing all words in any order.  
- Enclose a phrase in quotes to search for the exact phrase.  
- Words separated with OR searches for any of the words.  
- % can be used as a wildcard when searching

Search for:  Contracts  Contract Line Items  Catalog Items

1-3 of 3  
1

Contract #	Contract Description	Vendor Name	T-number	Effective From - To	P-card
4400022314	EMERGENCY: RENTAL OF HOSPITAL BEDS	HILL-ROM CO INC	92821	06/22/2021 - 04/30/2022	No
4400022315	EMERGENCY: RENTAL OF HOSPITAL BEDS	CAFA ENTERPRISES LLC	92821	06/25/2021 - 04/30/2022	No
4400022316	EMERGENCY: RENTAL OF HOSPITAL BEDS	SIZEWISE RENTALS LLC	92821	06/25/2021 - 04/30/2022	No

1-3 of 3  
1



# Louisiana Electronic Catalog (eCat) cont.

Office of State Procurement

## Louisiana's Electronic Catalog (LA eCat)

Search tool for items on state contracts. Help

**LaGov**

<b>Contract</b>	<b>Vendor</b>	<b>Contract Line Item:</b>	<b>Catalog Items:</b>
<b>Contract #</b> <input type="text"/>	<b>Name</b> <input type="text"/>	<b>Line #</b> <input type="text"/>	<b>MDM Catalog Reference #</b> <input type="text"/>
<b>Contract Desc.</b> <input type="text" value="hospital beds"/>	<b>SEBD</b> <input type="text" value="Any"/> <b>VSE</b> <input type="text" value="Any"/>	<b>Product Category</b> <input type="text"/>	<b>Supplier Part #</b> <input type="text"/>
<b>T-Number Desc</b> <input type="text"/>	<b>SE/HI</b> <input type="text" value="Any"/> <b>DVSE</b> <input type="text" value="Any"/>	<b>Material #</b> <input type="text"/>	<b>Region</b> <input type="text"/>
<b>T-number</b> <input type="text"/> <input type="button" value="Lookup"/>		<b>Product Category/Line Item Description</b> <input type="text"/>	<b>Catalog Item Long Description</b> <input type="text"/>
<b>Coop?</b> <input type="text" value="Any"/>			<b>Emergency</b> <input type="text" value="Yes"/>

- Search using singular word forms only.  
- Words separated by a space searches for items containing all words in any order.  
- Enclose a phrase in quotes to search for the exact phrase.  
- Words separated with OR searches for any of the words.  
- % can be used as a wildcard when searching

Search for:  **Contracts**  **Contract Line Items**  **Catalog Items**

Contract #	Contract Description	Vendor Name	T-number	Effective From - To	P-card
4400022314	EMERGENCY: RENTAL OF HOSPITAL BEDS	HILL-ROM CO INC	92821	06/22/2021 - 04/30/2022	No
4400022315	EMERGENCY: RENTAL OF HOSPITAL BEDS	CAFA ENTERPRISES LLC	92821	06/25/2021 - 04/30/2022	No
4400022316	EMERGENCY: RENTAL OF HOSPITAL BEDS	SIZEWISE RENTALS LLC	92821	06/25/2021 - 04/30/2022	No

1-3 of 3  
1

1-3 of 3  
1





# Louisiana Electronic Catalog (eCat) cont.

Office of State Procurement

## Louisiana's Electronic Catalog (LA eCat)

Search tool for items on state contracts. [Help](#)

LaGov

<b>Contract</b>	<b>Vendor</b>	<b>Contract Line Item:</b>	<b>Catalog Items:</b>
<b>Contract #</b> <input type="text"/>	<b>Name</b> <input type="text"/>	<b>Line #</b> <input type="text"/>	<b>MDM Catalog Reference #</b> <input type="text"/>
<b>Contract Desc.</b> <input type="text"/>	<b>SEBD</b> <input type="text" value="Any"/> <b>VSE</b> <input type="text" value="Any"/>	<b>Product Category</b> <input type="text"/>	<b>Supplier Part #</b> <input type="text"/>
<b>T-Number Desc</b> <input type="text"/>	<b>SE/HI</b> <input type="text" value="Any"/> <b>DVSE</b> <input type="text" value="Any"/>	<b>Material #</b> <input type="text"/>	<b>Region</b> <input type="text"/>
<b>T-number</b> <input type="text" value="92821"/> <input type="button" value="Lookup"/>		<b>Product Category/Line Item Description</b> <input type="text"/>	<b>Catalog Item Long Description</b> <input type="text"/>
<b>Coop?</b> <input type="text" value="Any"/>			<b>Emergency</b> <input type="text" value="Yes"/>

- Search using singular word forms only.  
- Words separated by a space searches for items containing all words in any order.  
- Enclose a phrase in quotes to search for the exact phrase.  
- Words separated with OR searches for any of the words.  
- % can be used as a wildcard when searching

Search for:  **Contracts**  **Contract Line Items**  **Catalog Items**

1-3 of 3					
1					
Contract #	Contract Description	Vendor Name	T-number	Effective From - To	P-card
4400022314	EMERGENCY: RENTAL OF HOSPITAL BEDS	HILL-ROM CO INC	92821	06/22/2021 - 04/30/2022	No
4400022315	EMERGENCY: RENTAL OF HOSPITAL BEDS	CAFA ENTERPRISES LLC	92821	06/25/2021 - 04/30/2022	No
4400022316	EMERGENCY: RENTAL OF HOSPITAL BEDS	SIZEWISE RENTALS LLC	92821	06/25/2021 - 04/30/2022	No
1-3 of 3					
1					



# Louisiana Electronic Catalog (eCat) cont.

Office of State Procurement

## Louisiana's Electronic Catalog (LA eCat)

Search tool for items on state contracts.

Help

LaGov

Contract	Vendor	Contract Line Item:	Catalog Items:
Contract # <input type="text"/>	Name <input type="text"/>	Line # <input type="text"/>	MDM Catalog Reference # <input type="text"/>
Contract Desc. <input type="text"/>	SEBD <input type="text" value="Any"/> VSE <input type="text" value="Any"/>	Product Category <input type="text"/>	Supplier Part # <input type="text"/>
T-Number Desc <input type="text"/>	SE/HI <input type="text" value="Any"/> DVSE <input type="text" value="Any"/>	Material # <input type="text"/>	Region <input type="text"/>
T-number <input type="text"/> <input type="button" value="Lookup"/>		Product Category/Line Item Description <input type="text"/>	Catalog Item Long Description <input type="text"/>
Coop? <input type="text" value="Any"/>			Emergency <input type="text" value="Any"/>

- Search using singular word forms only.
- Words separated by a space searches for items containing all words in any order.
- Enclose a phrase in quotes to search for the exact phrase.
- Words separated with OR searches for any of the words.
- % can be used as a wildcard when searching

Search for:  Contracts  Contract Line Items  Catalog Items

# LaPAC & eCat

We will take a moment to answer your questions about LaPAC & eCat.

If you have a question, please enter it into the Zoom Chat box.





# First, what is an emergency?

- Situations where the Governor has declared a state of emergency
- Differs from “usual” emergencies
- Differs from Presidentially Declared emergencies
  - Look to Defense Logistics Agency (DLA) and Federal Emergency Management Agency (FEMA)

# Catastrophic Emergency

- Many examples
  - Could be as small as a metro area
  - Could be regional
  - Could be statewide
- Governor declares state of emergency
- Statewide Emergency Operations Plan goes into effect  
[https://gohsep.la.gov/Portals/o/2014\\_State\\_EOP\\_Final\\_Copy\\_Updated\\_1272015.pdf](https://gohsep.la.gov/Portals/o/2014_State_EOP_Final_Copy_Updated_1272015.pdf)
- GOHSEP and Local OHSEPs activate and begin staging
- Emergency Contingency contracts are activated





# Emergency Procurements Authority

- Local governments are responsible under all applicable laws, etc. for emergency management within their jurisdiction – See page 35 of the Emergency Operations Plan PDF.

[https://gohsep.la.gov/Portals/o/2014\\_State\\_EOP\\_Final\\_Copy\\_Updated\\_1272015.pdf](https://gohsep.la.gov/Portals/o/2014_State_EOP_Final_Copy_Updated_1272015.pdf)

- Coordinates with the Governor and GOHSEP director
  - When resources are tight, many local OHSEPs will submit their requests through the main GOHSEP EOC
  - Local OHSEPs:

<https://gohsep.la.gov/ABOUT/PARISHPA>





# Emergency Procurements Authority (cont)

## Authority for Emergency Procurements

- R.S. 39:1598: "The chief procurement officer or his designee above the level of procurement officer may make or authorize others to make emergency procurements when there exists an imminent threat to the public health, welfare, safety, or public property under emergency conditions as defined in accordance with regulations."
- Governor's Proclamation(s) / Executive Orders
  - Especially useful re. relaxation of administrative logistics and formalities (e.g. suspension of requirement to have in-person bid openings)
  - Existing statutory authorization makes procurement less reliant than some processes of government on executive proclamations and orders.  
<https://gov.louisiana.gov/index.cfm/newsroom/category/10>

# Emergency Procurement Authority

We will take a moment to answer your questions about  
Emergency Procurement Authority.

If you have a question, please enter it into the Zoom  
Chat box.





# Emergency Procurements

## How are emergency procurements different?

- Faster Pace – need to respond immediately, not 21+ days later
- Stakes – life, health, and/or property is at immediate risk
- Fragmented Info – full picture not always clear in crisis
- Fewer Suppliers – many businesses closed or inaccessible
- Logistics – road closures, weather impacts, loss of power
- Funding Source – federal funds mostly, instead of state funds
- Funding Rules – federal rules take precedence over state rules





# Emergency Procurements

## Despite these challenges, procurement still a must

- Equip GOHSEP, LDH, DCFS, etc. with vital goods and services
- Bring together supplier community with end users in need
- Ensure compliance with state and federal regulations
- Maximize chance of reimbursements without disallowances

## Need for Flexibility

- Relying on partial information for urgent, high-stakes, actions
- FEMA rules require compliance with the more stringent of federal or state procurement regulations (typically state) in effect at time
- Partial relaxation of state regulations brings us into alignment
- Reduced chance for disallowances caused by unrealistic standards
- Flexibility must be applied to immediate needs only, not regular

# Emergency Procurements

We will take a moment to answer your questions about Emergency Procurements.

If you have a question, please enter it into the Zoom Chat box.





# Methods

## Emergency Contingency Contracts

- Over 100 emergency-contingency contracts available to activate
- Special purpose goods and services (MREs, bulk ice, refrig. trucks)
- Bid in advance of hurricane season, long before needed
- Ready and available with pre-negotiated pricing and priority access
- Contracts updated after each emergency based on lessons learned

## Existing Statewide Contracts

- No need to reinvent the wheel **if** the regular contractor can provide
- Many emergency goods and services also have regular use needs





# Methods

## Resource Lists

### Request for Quotations (RFQ)

- Abbreviated invitation-to-bid (ITB) process introduced for COVID
- Sent to all LaPac-registered vendors, not just selected vendors
- Balancing act between regular ITB and Three Quotes process, in terms of medium speed, more transparency, and more competition
- Leverages existing LaPac registrations and allows public viewing
- OSP continually adds known/introduced providers to resource lists
- Event duration tailored to meet the need's urgency / complexity

### Three Quotes

- Minimum level of competition – built for speed over transparency
- Three vendors contacted individually (not posted globally) and asked for their pricing. Award can then be made immediately.
- Narrowed visibility and timeline can exclude eligible providers
- HCR 31 by Rep. Lyons asks agencies to use RFQ process instead



# Considerations

## Prohibition on Geographic Preferences

- Greater role of federal funding reinforces need for compliance with federal procurement regulations on sub-grantees
- 2 CFR 200.319: "The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals"
- Non-compliant procurements are ineligible for Federal funding
- Reciprocal Geographic Preferences: R.S. 39:1604.5(C)
- Intentionally reducing competition by excluding non-local companies will increase costs, not only because there are fewer bidders, but also because those remaining bidders know there's less incentive to sharpen their pencils.





# Considerations

## Agency Roles and Responsibilities

- Some emergency procurements are handled differently pursuant to an established Emergency Support Function (ESF). Examples:
  - Transportation / Evac. (ESF 1): DOTD
  - Road debris clearing (ESF 3): DOTD / CPRA
  - Sheltering and food (ESF 6): FEMA / Red Cross
  - Medical/health needs (ESF 8): LDH



# Emergency Procurement Methods & Considerations

We will take a moment to answer your questions about  
Emergency Procurement Methods & Considerations.

If you have a question, please enter it into the Zoom  
Chat box.

# Links

- Vendor Profile Portal:  
<https://wwcfprd.doa.louisiana.gov/osp/lapac/vendor/VndPubMain.cfm>
  - Vendor Helpdesk Email: [vendr.inq@la.gov](mailto:vendr.inq@la.gov)
  - Vendor FAQs: <https://www.doa.la.gov/doa/osp/vendor-resources/>
- UNSPSC Codes  
<https://wwcfprd.doa.louisiana.gov/osp/lapac/vendor/commodityTree.cfm>
- Governor's Declarations  
<https://gov.louisiana.gov/index.cfm/newsroom/category/10>
- State Emergency Operations Plan  
[https://gohsep.la.gov/Portals/o/2014\\_State\\_EOP\\_Final\\_Copy\\_Updated\\_1272015.pdf](https://gohsep.la.gov/Portals/o/2014_State_EOP_Final_Copy_Updated_1272015.pdf)
- Local OHSEPs  
<https://gohsep.la.gov/ABOUT/PARISHPA>
- Local Parish and City contact info  
<https://www.doa.la.gov/media/accjcwbe/local-emergency-contacts.xlsx>



# Office of State Procurement

**Main Phone Number:**

**225-342-8010**

**Vendor Helpdesk:**

**[Vendr\\_inq@la.gov](mailto:Vendr_inq@la.gov)**