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GOVERNOR

State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF STATE PURCHASING

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

MEMORANDUM OSP 07-04

To: All Department Undersecretaries, Agency Heads, Business Managers,
ISIS Agencies and Purchasing Personnel

From: Denise Lea, Director
Denise Lea

Date: February 15, 2007

Re: **FY07 Requisition Deadlines/FY08 Requisitions and Orders**

Fiscal Year 2007 Requisition Deadlines

The Office of State Purchasing and Travel is asking for your department's cooperation and assistance in closeout by submitting all remaining FY 07 requisitions by March 30, 2007. This request is made to ensure receipts by June 30, 2007.

Requirements for capital equipment are typically subject to a lengthy procurement process, i.e. pre-bid conferences, agency reviews, long delivery lead times, etc., and should be submitted immediately. The Office of State Purchasing hopes to combine agencies' requirements for similar capital equipment to achieve volume pricing and to reduce administrative costs.

Please be aware that requisitions for FY 2007 submitted after March 30, 2007 will require the agency to take the necessary measures to carry forward FY07 funds or to provide FY08 funds in the event a June 30th delivery requirement is unrealistic and/or precludes competition.

Vehicle contract orders should be completed by March 15th to ensure factory delivery prior to June 30th.

As always, requests for short bids must be accompanied by an appropriate justification. The need to expend funds is not sufficient justification for a short bid.

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FY2008 AGPS Activity

ISIS agencies may enter FY08 requisitions and orders. New obligations will by-pass the encumbrance process until the new budget is loaded.

Please be advised that delivery cannot be made prior to July 1, 2007. AGPS Text Clause No. S611 should be added to all FY08 bids, which reads:

Any orders resulting from this solicitation will be paid with new FY funds, if appropriated by the legislature. Delivery cannot be made prior to July 1 and your bid prices must be firm for acceptance and delivery accordingly.

Release of Fiscal Year 2008 Purchase Orders

Each agency shall be responsible for advising this office if a FY08 order is to be held pending budget approval by noting each requisition accordingly (RNTE for ISIS agencies). Unless otherwise instructed, all orders generated by this office will be released upon issuance.

Please distribute this memorandum internally and to your field operations as deemed appropriate. For your convenience, this OSP memorandum may be accessed on our website at www.doa.louisiana.gov/osp/ under the Agency Center.

If you have any questions, please contact this office.