



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE PURCHASING

M. J. AMIKE® FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

MEMORANDUM OSP00-05

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

From: Denise Lea, Director

Date: January 11, 2000

Re: **FY00 Requisition Deadlines / FY01 Requisitions and Orders**

Fiscal Year 2000 Requisition Deadlines

Our deadline for the submittal of current fiscal year 2000 requisitions will be March 31, 2000. We are asking your department's cooperation and assistance in closeout by submitting all remaining FY00 requisitions as soon as possible. This request is made to ensure receipts by June 30 and to facilitate our seasonably heavy workload.

Requisitions submitted after the March 31 deadline will be considered on an exception basis with supporting justification from the department undersecretary or his designee. If late requisitions are accepted and processed by this office, it is with the understanding that the agency will take the necessary measures to carryover FY00 funds or to provide FY01 funds in the event a June 30 delivery requirement is unrealistic and/or precludes competition. Similarly, the mere need to expend funds is an insufficient justification for a short bid -- requests for short bids must be accompanied by the department undersecretary's justification.

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 but no later than close of business March 1, 2000. The Office of State Purchasing hopes to combine agencies' requirements for similar capital equipment to achieve volume pricing and to reduce administrative costs. Vehicle contract orders are also due by March 1 to ensure factory delivery prior to June 30.

Requirements for "routine" equipment and supplies with historically short delivery lead times, and printing requests which require bidding, should be submitted as soon as possible but no later than close of business March 31, 2000.

Fiscal Year 2001 Requisitions

Fiscal Year 2001 requisitions may be entered into AGPS beginning January 3, 2000.



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Policy Change - Release of Fiscal Year 2001 Purchase Orders

The Office of State Purchasing will change its policy concerning the release of new fiscal year purchase orders. As you are aware, in prior years we held orders unless we had written authorization from the agency to release orders prior to budget completion. Beginning this year, the agency shall be responsible for advising this office if a FY01 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. This policy change will also apply to any FY01 printing contract requisition.

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 under the Agency Center at <http://www.state.la.us/osp/osp.htm>.

If you have any questions, please contact this office.

c: Whit Kling, Deputy Commissioner
Edgar Jordan, Assistant Commissioner
Gene Knecht, OFSS Director