

Office of State Procurement
State of Louisiana
Division of Administration


JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

MEMORANDUM OSP 18-05

TO: All Agency Heads, Department Undersecretaries, and Business Managers

FROM: Paula Tregre 
Director of State Procurement

DATE: March 7, 2018

RE: FY18 Shopping Cart Deadlines/FY19 Shopping Carts and Orders

Fiscal Year 2018 Shopping Cart Deadlines

The Office of State Procurement is asking for your department's cooperation and assistance in year-end closeout by submitting all remaining FY18 shopping carts by April 6, 2018. This request is made to ensure receipt of goods by June 30, 2018.

Please be aware that shopping carts for FY18 submitted after April 6, 2018 may require the agency to take the necessary measures to carry forward FY18 funds or to provide FY19 funds in the event a June 30th delivery requirement is unrealistic and/or precludes competition.

Fiscal Year 2019 Activity

Agencies may enter FY19 shopping carts and orders that are deemed mission critical. Remember that new obligations will by-pass the encumbrance process until the new budget is loaded.

Special Clause to be added to all FY 2019 solicitations:

Please be advised that delivery cannot be made prior to July 1, 2018. 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. (DocBuilder Element Z0S611_SP_New_FYFund may be referenced.)

Release of Fiscal Year 2019 Purchase Orders

Agencies should not request early release of FY19 Orders unless they are mission critical to the agency and the funding is expected. All other FY19 orders will be released at the beginning of FY19.

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 the following URL:

<http://www.doa.la.gov/pages/osp/agencycenter/memos/list.aspx>

If you have any questions, please contact this office.