



**State of Louisiana**  
DIVISION OF ADMINISTRATION  
**OFFICE OF STATE PURCHASING**

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

**MEMORANDUM OSP 04-05**

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

From: Denise Lea, Director

Date: January 27, 2004

Re: **FY04 Requisition Deadlines/FY05 Requisitions and Orders**

**Fiscal Year 2004 Requisition Deadlines**

Our deadline for the submittal of current Fiscal Year 2004 requisitions will be March 15, 2004. We are asking your department's cooperation and assistance in closeout by submitting all remaining FY 04 requisitions as soon as possible. This request is made to ensure receipts by June 30<sup>th</sup> and to facilitate our seasonably heavy workload.

Requisitions submitted after the March 15<sup>th</sup> 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 FY04 funds or to provide FY05 funds in the event a June 30<sup>th</sup> 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 February 27, 2004. 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 due by March 1<sup>st</sup> to ensure factory delivery prior to June 30<sup>th</sup>.

Requirements for "routine" equipment and supplies which require bidding should be submitted as soon as possible but no later than close of business March 15, 2004.



**FY2005 AGPS Activity**

ISIS agencies may enter FY05 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, 2004. AGPS Text Clause No. S611 should be added to all FY05 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 2005 Purchase Orders**

Each agency shall be responsible for advising this office if a FY05 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](http://www.doa.louisiana.gov/osp) under the Agency Center.

If you have any questions, please contact this office.