

BOBBY JINDAL
GOVERNOR



KRISTY H. NICHOLS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Procurement

MEMORANDUM OSP 15-07

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

FROM: Paul A. Holmes *P.H.*
Interim Director of State Procurement

DATE: January 28, 2015

Re: FY15 Requisition Deadlines/FY16 Requisitions and Orders

Fiscal Year 2015 Requisition Deadlines

The Office of State Procurement and Travel is asking for your department's cooperation and assistance in closeout by submitting all remaining FY15 requisitions by March 31, 2015. This request is made to ensure receipts by June 30, 2015.

Please be aware that requisitions for FY15 submitted after March 31, 2015 will require the agency to take the necessary measures to carry forward FY15 funds or to provide FY15 funds in the event a June 30th delivery requirement is unrealistic and/or precludes competition.

Fiscal Year 2016 AGPS Activity

ISIS agencies may enter FY15 requisitions and orders. Remember that new obligations will by-pass the encumbrance process until the new budget is loaded. Agencies should only submit the FY16 requisitions/orders which are mission critical to the operation of their agency. LaGov agencies will create Lead Time shopping carts/purchase order for Fiscal Year 2016 activity.

Special Clause to be added to all FY 2016 solicitations:

Please be advised that delivery cannot be made prior to July 1, 2015. 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. (AGPS users may reference Text Clause No. S611; LaGov users may reference DocBuilder Element Z0S611_SP_New_FYFund.)

Release of Fiscal Year 2016 Purchase Orders

Agencies should not request early release of FY16 Orders unless they are mission critical to the agency and the funding is expected.

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.

**was lowered to \$5000
for
Processing Renewals of FY16 Services, Maintenances and Blanket
Orders
Originally Bid at Agency Level**

The following documents must be submitted electronically to OSP to determine whether the renewal is in the best interest of the state:

- A completed Agency Purchase Order Renewal Request form as prescribed by OSP (*see form below*).
- Copy of original bid document and any/all addenda.
- Copy of bid submitted by successful bidder.
- Copy of the purchase order to be renewed.

All original documents shall remain in the custody of the requesting agency.

Current AGPS centralized agencies that will be converting to LaGov on July 1, 2015:

All above required documents must be attached and submitted in ProAct.

Current LaGov centralized agencies:

All above required documents must be attached in LaGov shopping cart.

Centralized Agencies in FY15:

Division of Administration (DOA)
Department of Public Safety (DPS)
Department of Natural Resources (DNR)
Department of Wildlife and Fisheries (WLF)
Department of Environmental Quality (DEQ)
Coastal Protection Restoration Authority (CPRA)
Department of Corrections (DOC)
Department of Children & Family Services (DCFS)
Louisiana Workforce Commission (LWC)
Department of Health & Hospitals (DHH)
Department of Transportation & Development (DOTD)
Department of Education (DOE)

AGENCY PURCHASE ORDER RENEWAL REQUEST
Originally Bid by Centralized Agency

ORIGINAL P.O. # _____ FILE # _____

CONTRACT PERIOD _____ (# OF MONTHS) _____

FIRST RENEWAL P.O. # _____ FILE # _____

CONTRACT PERIOD _____ (# OF MONTHS) _____

FINAL RENEWAL P.O. # _____ FILE # _____

CONTRACT PERIOD _____ (# OF MONTHS) _____

CONDITIONS FOR RENEWAL:

- _____ No bid was rejected on a technicality
- _____ File was not involved in a protest
- _____ No renewal quantity exceeds initial bid quantity excessively
- _____ Purchase Order contains estimated and increase/decrease clause.
- _____ Bid file was open-ended or contained a renewal clause
- _____ Total contract period will not exceed thirty-six (36) months.
- _____ Performance Bond (if necessary)
- _____ Certificate of Insurance (if necessary)
- _____ Requisition Pricing matches last Purchase Order pricing.

ADDITIONAL COMMENTS:

Approximate \$ Value: _____

Agency signature and Title

DATE