



Louisiana Office of State Procurement Tasks by Team



RFP Team	Commodity Teams	Professional Contracts Teams	Blanket Order/One Time Buy Teams	Analytics Team
Securing approval from the Commissioner of Administration to use the request for proposal (RFP) process, if needed	Reviewing requests submitted to OSP from agencies for items over an agency's DPA	Reviewing contracts submitted by state agencies for professional, personal, consulting and social services over an agency's DPA	Reviewing requests submitted to the Office of State Procurement (OSP) from agencies for service/maintenance agreements, blanket orders, and one-time purchases over an agency's delegated purchasing authority (DPA)	Auditing and verifying contract usage reports
Reviewing the initial draft of the RFP	Working with agencies to develop useful bid specifications for the items needed	Review and approve documentation for sole source and emergency procurements	Working with agencies to develop useful bid specifications for the products/services requested	Verifying administrative fee (rebate) amounts due from vendors
Making recommendations to agencies to ensure that the RFP meets all necessary requirements	Soliciting bids for statewide and agency specific contracts	Making recommendations to agencies to ensure that contracts meet all necessary requirements	Soliciting bids for items such as equipment, supplies, or services	Preparing and updating dashboard reports
Working with agencies on needed corrections to the RFP	Evaluating bids for statewide and agency specific contracts	Assisting agencies with required corrections	Evaluating the bids received from the solicitation	Running and analyzing spend information for category management by the commodity teams
Presenting the draft RFP, award recommendation, and/or the resulting contract to the Procurement Support Team (PST)	Review and approve documentation for sole source and proprietary procurements	Approving contracts once all requirements have been met	Awarding bids and establishing purchase orders	Calculating the interagency billing for state agency customers
Approving publication of the RFP	Renewing/maintaining statewide, agency term, and emergency contingency contracts	Reporting on approved contracts	Addressing/resolving any post-award issues that agencies have with vendors	Responsible for all reporting required of OSP
Assisting agencies with RFP evaluations	Monitoring usage on contracts	Handling complaints and controversies as they arise	Issue purchase orders in accordance with the Small Purchase Executive Order	Tracking performance and indicator reporting
Reviewing agency award recommendations	Providing usage information to the Analytics Team to allow for accurate revenue projections	Advise agencies regarding applicable laws and regulations for non-competitive PPCS contracts	Processing renewals, change orders, and proprietary procurements	
Assisting agencies with the negotiation of contracts resulting from RFPs	Research national cooperative contracts and process participating addendum if the decision is made to join	Review and approve cooperative endeavor agreements in accordance with Executive Orders		
Making recommendations to agencies to ensure that contracts meet all necessary requirements	Addressing / resolving any post-award contract issues that agencies have with vendors			
Assisting agencies with required contract corrections	Review / approve agency purchases made in accordance with the Small Purchase Executive Order that exceed an agency's DPA			
Advise agencies regarding applicable laws and regulations for competitive PPCS contracts	Review and approve change orders entered by agencies on OSP purchase orders			
Reviewing and approving contract amendments				
Reporting on approved contracts				
Handling complaints and controversies as they arise				
Review and approve documentation for sole source and emergency procurements				
Approving contracts once all requirements have been met				