Office of State Procurement

State of Louisiana

Division of Administration

JOHN BEL EDWARDS
GOVERNOR

JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

MEMORANDUM OSP 20-05

TO: All Agency Heads, Department Undersecretaries, Business Managers and Contract Officers of all State Department and Agencies, Colleges and Universities, Boards and Commissions

FROM: Paula Tregre Paula Tregre
Director of State Procurement

DATE: February 12, 2020

RE: Fiscal Year 2020 Purchasing and Professional Contract Deadlines
Fiscal Year 2021 Purchasing and Professional Contract Submittals

The Office of State Procurement is asking for your cooperation and assistance in complying with this year's deadlines for the submittal of all remaining Fiscal Year 2020 Shopping Carts and Contracts. Enclosed are instructions, information and deadlines pertaining to the submittal of the following:

- Fiscal Year 2020 Shopping Carts & Orders (Purchasing)
- Fiscal Year 2020 Labor & Materials Shopping Carts (Purchasing)
- Fiscal Year 2020 Professional Contracts

- Fiscal Year 2021 Shopping Carts & Orders (Purchasing)
- Fiscal Year 2021 Professional Contracts

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

Thank you for your continued cooperation in this and all matters. If you have any questions, please do not hesitate to contact this office.

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Fiscal Year 2020 Labor & Materials Shopping Carts (Purchasing)

- Submittal Deadline Date: **March 6, 2020**

Fiscal Year 2020 Shopping Carts & Orders (Purchasing)

- Submittal Deadline Date: **April 3, 2020**

To ensure receipt of goods by June 30, 2020, all remaining Fiscal Year 2020 Shopping Carts are to be submitted to the Office of State Procurement by the above deadline date. Shopping Carts for Fiscal Year 2020 which are submitted after the deadline date may require the agency to take the necessary measures to carry forward Fiscal Year 2020 funds or to provide Fiscal Year 2021 funds in the event a June 30, 2020 delivery requirement is unrealistic and/or precludes competition.

Fiscal Year 2020 Professional Contracts

- Submittal Deadline Date: **May 15, 2020**

In order to ensure approval of all Fiscal Year 2020 Contracts/Amendments by June 30, 2020, they must be received in our office via PROACT or LaGov by the above deadline date, accompanied by all required documentation and with all appropriate approvals.

LaGov approvals for Fiscal Year 2020 must be entered by June 22, 2020, to ensure contract encumbrances are completed. LaGov purchase orders with end dates of June 30, 2020, which are not extended by amendment will become inactive after that date.

Agencies are responsible for taking the necessary steps to carry forward any Fiscal Year 2020 funds into the next fiscal year. Any questions regarding this matter should be directed to the appropriate budget/finance office for clarification.

Fiscal Year 2021 Shopping Carts & Orders (Purchasing)

Agencies may enter Fiscal Year 2021 Lead Time Shopping Carts and/or Orders that are deemed critical by the Agency at any time. However, the Agency should remember that new obligations will bypass the encumbrance process until the new budget is loaded.

For the Lead Time Shopping Cart Help Script, click:
https://lagovhelp.doa.louisiana.gov/gm/folder-1.11.43951?originalContext=1.11.43529.

The following Special Clause is to be added to all Fiscal Year 2021 solicitations:

> Please be advised that delivery cannot be made prior to July 1, 2020. Any orders resulting from this solicitation will be paid with new Fiscal Year 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 2021 Purchase Orders (Purchasing)

Agencies should not request early release of Fiscal Year 2021 Orders unless they are critical to the Agency and the funding is expected. All other Fiscal Year 2021 orders will be released at the beginning of Fiscal Year 2021.

Fiscal Year 2021 Professional Contracts

Fiscal Year 2021 Professional Contracts may be submitted at any time, as OSP-PC approval of next Fiscal Year contracts is always contingent upon funds being appropriated by the Legislature. Agencies are encouraged to send these in as early as possible to avoid a backlog of contracts at the beginning of Fiscal Year 2021 and to facilitate prompt payments to those contractors providing continuing services.