

## ABBREVIATIONS

**CPI** – Consumer Price Index  
**EO** – Executive Order  
**ITB** – Invitation to Bid  
**LG** – LaGov  
**OSP** – Office of State Procurement  
**PHB** – Procurement Handbook  
**PPI** – Producer Price Index  
**PPM** – Policy & Procedure Memoranda  
**PSCG** – Professional Service Contracts Guidelines  
**PTN** – Procurement Training Notes  
**RA** – Reverse Auction  
**RR** – Rules & Regulations-34:V. et seq.  
(unless otherwise noted)  
**RFPM** – Request for Proposal Manual  
**RS** – Revised Statute  
**SPO** – State Procurement Officer  
**VG** – Vendor Guide  
**WS** – Website *Revised 3/14/17*  
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**Addenda (um)** – PHB Sect. 18 & 40; RR 505(RA); R&R 305 (ITB); RFPM pg. 11; PSCG pg. 15 & 21; PTN-15  
**Address for OSP** – Cover of this quick reference guide  
**Advertisement:**  
**General** – RS43:111-211; PTN-08, 09, 10, 11  
**Bid** – RS 39:1594. C.; RR 301  
**Definition** – PHB Sect. 40  
**Professional contracts RFP** – RS 39:1595.B. ; RR 2505; PSCG- pg. 15 & 18-21 & 41  
**Procurement RFP** – RS 39:1595. B ; RFPM- pg. 9  
**Lease Bids** – RS 39:1643  
**Reverse Auction** – RS 39:1600.D  
**Agency Term Contracts** – PHB -Sect. 37  
**All or None Bids** – R&R 331. F.; PBH- Sect. 40  
**Amendments (modifications)**-RS 39:1627, & 1644; RS Chapter 17, Part V  
**Anticompetitive Practices** – RR Chapter 23; PHB-Sect. 40  
**Approvals and Review Files** – PHB- Sect. 33; PSCG pg. 5, 12, 21, 22  
**Artificially Divided Purchase (ie Split Purchase)** – RS 39:1596; RR 701; EO JBE 2016-39  
**Assignment of Contract** – RR 337; PHB -Sect. 24; PSCG pg. 24,31, 40; VG- Sect. 13.3  
**Audit** – RS 39:1629.1. ; RR 2203; PHB- Sect. 40; PSCG pg.6, 12, 30, 31  
**Award:**  
**General** – PHB- Sect. 19; RS 39:1594; R109, 307.E, 329, 331, 333, 3542, 2545, 2551, 2556; RFP pg. 19, EO JBE2016-39; VG-Sect. 11.0 & 11.1  
**Documentation** – RR 33  
**Publicizing** – RR335  
**Tie Bid** – RS 39:1594.H  
**ITB** – RS 39:1594.G  
**RFP** – RS 39:1595.B.(7)(a); RR 2545.2 & 905 & 1111 RFPM pg. 19  
**Reverse Auction** – RR 503.J  
**Progressive & Multiple** – RR Chapter 18  
**Multi-year** – RR Chapter 19; PSCG pg. 7; RR 2533  
**Lease w/ Purchase Options** – RR2005.A.  
**Contract provisions** – RR 2101.A  
**Performance-based energy-efficiency contracts** – RR2503, 2505; PSCG pg. 26; RS 39: 1622  
**Other professional services** – RS 39:1617, 1619-22, RR 2521;

PSCG- pg. 16, 17, 19-22, 25, 41; RS 39:1595.B.(7)(a)  
**Lease Bids** – RS 39:1643  
**In violation of law** – RS 39:1697  
**Bid Bonds** – RR 323; PHB- Sect. 17 & 40; VG-Sect. 9.8  
**Bidding Time** – RR 303  
**Bid Evaluation** – RR 327; PHB- Sect. 19 & 40; RS 39:1594. E.; PTN - 03  
**Bid Forms** – RR 307.A  
**Bidder List(s)** – RR 309; PHB- Sect. 40; PTN-09-11  
**Bid Opening Date** – RS39:1594.D; RR 303,  
**Bid Openings** – RS39:1594; RR 319; PHB -Sect. 15 & 40; PTN-19  
**Bid Results** – RR 331, 332 and 335; VG –Sect. 10  
**Bid Security Instruments** – PHB- Sect. 17 & 40; RR 323; VG-Sect. 9.8 & 9.9; PTN-23  
**Bid Submissions** – RR 307, RS 39:1594.C.(4) & G.; VG- Sect. 9  
**Boiler Plate** – PHB- Sect. 40  
**Brand Name Contract Procedures (Establishment & Changes To)** – PHB- Sect. 36 and OSP WS\Purchasing\Vendor Center\“How to Do Business” & OSP WS\Purchasing\Featured Contracts\Brand Name or LaMAS; PPM 57; VG-Sect. 8.12 & 8.13  
**Brand Name Contract Procedures for Microcomputers** – OSP WS\Purchasing\Vendor Center; VG-Sect. 8.16  
**Brand or equal specification** – RR 109.B  
**Cancellation of Purchase Order or Contracts** – PHB- Sect 23; RR 1307, 2515; VG-Sect. 13.1 & 13.2  
**Cancellation of Solicitation** – RR Chapter 13; PHB- Sect. 21; RS 39:1605; PTN – Sect. 16; VG- Sect. 11.7  
**Cancellation of Solicitation Reasons** – RR 1307; RS 39:1595 (B)(7)(b)&(8); RFPM pg. 23  
**Cash Discounts** – RR 331. C.; PHB- Sect. 19; VG-Sect. 9.5  
**Change Orders** – RS39:1661; PHB- Sect. 23  
**Code of Ethics** – RS 42:1101-1170  
**Collusive or Identical Bidding** – RR Chapter 23  
**Commodities by SPO** – OSP WS\Purchasing\About Us\Contacts-  
**Commodity List** – OSP WS\Purchasing\Vendor Center (see: Vendor Registration)  
**Competition** – RS39:1655,  
**Competitive Sealed Bids** – RS39:1556 (9), 39:1593(1), & 39: 1594; RR Chapter 3; VG- Sect. 8.6 & 8.20  
**Conditioned Bids** – RR 307.C  
**Construction** – RS38:2211-2296  
**Consulting Services** – see Professional Services Contracts  
**Contracts** – RS39:1568.1, RS 39:1611-1616; RR Chapter 17; OSP WS\Contracts; PHB -Sect. 36  
**Controversy** – RS39:1673, 1716; Memo OSP16-09  
**Clauses** – RS39:1661 and 1625  
**Monitoring** – RS39:1569.1, 39:1595(B)(9) & (10), PHB- Sect. 36, pg. 58-59; RFPM pg. 25  
**Termination** – RFPM pg. 24; PSCG pg. 6; RR 2515  
**Cooperative Purchasing** – RS39:1702-1709; RR Chapter 27; PPM 54; VG- Sect. 8.18  
**Copy Fees for Public Records** – LAC Title 4, Part I, Chapter 3  
**Correction or Withdrawal of bids** – RS39:1594.F; RR 315, 321, 509  
**Cost-Plus-a-percentage-of-Cost Contracts Prohibited** – R&R 1705; RS 39:1611  
**CPI** – <http://stats.bls.gov/cpi/>  
**Data Processing** – see Information Technology Procurement  
**Default of Contractor** – RS39:1661.C  
**Deficiency/Complaints** – PHB- Sect. 25; VG- Sect. 12.2  
**Definitions:**

**Procurement Code** – RS39:1556, 1732, and 1752  
**Rules and Regs.** – RR 101, 109, 301,307, 321, 327, 329, 501, 1103, 1501, 1801, 2309, 2503, 2505.D.1.b.ix, 3101; PHB- Sect. 13, pg. 24, Sect. 19, pg. 37, Sect. 27, pg. 43, Sect. 40; PSCG- pg. 24-28  
**Delegated Authority** – RS39:1566; R&R 105, 2501, 2527; PHB -Sect. 6; Memo OSP 03-13, 15-08, and 16-03; PTN-01; PPM 56; VG- Sect. 3.3  
**Delivered (Net) Prices** – RR 307.F; PHB-Sect. 19  
**Deliveries /Deliverables** – RR 33 & 2536; RS 39:1594.B. (c ) & (d), 39:1623.A(6)  
**Difference between ITB and RFP** – PHB- Sect. 8; VG-Sect. 8.22  
**Directions to State Purchasing** – OSP WS\Purchasing\About Us  
**Disbursements (Procurement)** – PPM 7  
**Documentation of Award** – RR 333; PHB-Sect. 19  
**eCat** – OSP WS –Purchasing\Featured Contracts  
**Email addresses** – OSP WS\ Purchasing\About Us\Contacts; (includes contact info for PC Team also);or, OSP WS\Professional Contracts\About Us>Contact Information  
**Emergency** – RS 39:1598, 1621.A & B, 1619.B; RR 1101-1111, 2542.A.1, 2554; PHB-Sect. 31; PSCG pg. 11 & 25  
**Escalation Clause** – RS39:1656  
**Ethics** – RS 42.1111-1170; PHB-Sect. 2; VG-Sect. 4.0  
**Evaluation of Bids** – RS39:1594.E.; RR 327; PBH-Sect. 19; VG-Sect. 11.0  
**Exempt from Central Purchasing Agency** – RS 39:1572  
**Exempt Goods & Services** – RS39:1594.I  
**Faxed Bids/Quotations** – PHB- Sect. 32; RR 309; EO JBE2016-39; PTN -45  
**Financed Purchases** – RS39:1616; OSP WS/Travel; PHB-Sect. 30  
**Freight Terms (FOB)** – PHB- end of Sect. 19  
**Frequently Asked Questions** – OSP WS\Purchasing\Agency and Vendor Center; OSP WS\Professional Contracts\Agency Training Resources  
**Glossary of Purchasing Terms** – PHB -Sect. 40  
**Governing Law** – RS9:2778  
**Group Purchasing** – RS39:1600.B.  
**GSA Contracts** – see LaMAS contracts  
**Holiday postponement of bid opening** – RR 319.C; PTN-07  
**Information Technology Procurement(s)** – RS 39:196-200; RR Chapter 55  
**Inspection of Bids** – RS44:33, RR 319.B.2  
**Inspection @ Contractor facilities** – RS 39:1629; RR 2201  
**Installment (Financed) Purchase** – RS39:1616; OSP WS; PHB- Sect. 30  
**Invitation to Bid (ITB)** – see Competitive Sealed Bids  
**Key Internal Controls** – PSCG pg. 8-9; OSP WS\ Purchasing\Agency Center\RFP Manual w/ Exhibits  
**Labor and Materials** – RS38:2211-2296  
**LaCarte Credit Card** – OSP WS; PHB- Sect. 5; VG-Sect. 8.10  
**LaPAC** – OSP WS  
**Late Bids** – R&R 317; PHB-Sect. 40; PTN-18; VG-Sect. 10.2  
**Late Payment** – RS39:1695; RS13:4202(B); PHB-Sect. 26  
**Law Search** – OSP WS\Purchasing\Legal; OSP WS\Professional Contracts\Legal Information  
**Lease-Purchase** – RS 39:1761 et seq; RR 2005; RR- 34:I.1.3.53.5301  
**Leases (Procurement)**– RR Chapter 20  
**Location of State Purchasing Office** – OSP WS\About Us  
**Maintenance and Services PPM 51** – OSP WS\Legal  
**Map of our location** – OSP WS \Purchasing\ About Us

**Methods of Source Selection** – RS 39:1593 (see also, Common Procurement Methods)

**Mistakes in Bids** – RR 321; VG- Sect. 9.2 & 11.4

**Mistakes Made by Vendors** – Vendor Guide OSP WS\Vendor Center

**Multi-year Contracts** – RS39:1615; RR 1901-1905

**Negotiation Prohibited** – RR 327.E

**Net Prices** – RR 307.F

**NIGP** – OSP WS\Purchasing\Agency Center

**Notifying Unsuccessful Bidders** – RS39:1606; RR 335; PTN-24

**Oral Discussions** – RS39:1595.C; RFPM pg. pg. 13-15

**P Card** – see LaCarte Credit Card

**Performance Bonds** – RR 323.B; PHB- Sect. 17; VG-Sect. 9.9

**Period of Inquiry** – PHB-Sect. 11; RFPM-pg. 11; PSRFPM- pg. 14

**PPI** – <http://stats.bls.gov/ppi/>

**Prebid Conference** – RR 311; PHB- Sect. 10

**Product Category** – see Commodity List

**Preference(s) & Calculation** – PHB- Sect. 16; PTN-21; RS 39:1604, 1604.1-1604.6; VG-Sect. 11.6; RR 2105; PPM 59

**Printing** – RS43:1-34; PPM 64; OSP WS\Purchasing\Featured Contracts; Memo OSP 15-08

**Prison Enterprise Contracts** – PHB- Sect. 7; RS 15:1157.A (1)

**Prison Enterprises Mftg. Raw Materials Solicitations**-PTN-Sect. 39

**Procurement Code** – RS39:1551-1716

**Procurement Methods** – RS39:1593-1600; PHB- Sect. 7; VG-Sect. 8.0

**Procurement Statutes** – PHB- Sect. 3; VG-Sect. 5.0

**Procurement Support Team**- RS 39:200.I, 39:1621.C & 1622. E & G; RR 2549, 2551, 2557; RR Chapter 55-Sect. 5513

**Professional Organizations** – OSP WS\Purchasing\Agency Center

**Professional Services Contracts:**

**General** – OSP WS\Professional Contracts; RS 39:1617, 39:1626, 39: 1613, 39:1595.1, 39:1590 & 39:1567 (B); PSCG pg 1-45; PPM 55 & 56; Memo OSP 16-03; Memo OSP16-12; RR Chapter 25;

**Consulting** – RS 39:1621

**Personal** – RS- 39:1620

**Professional** – RS 39:1617

**Attorney** – PPM- 50; Memo OSP15-03, 15-04 & 15-06

**Social Services** – RS 39:1619; PPM- 55

**Performance-based energy efficiency contracts** – RS 39:1622; RR2505; OSP WS\Professional Contracts\For State Agencies

**Cooperative Endeavor Agreements (CEAs)** – PPM- 54; EO JBE 2016-36; OSP WS\Professional Contracts\For State Agencies\Executive Orders

**Line Item Appropriations (LIAs)** – OSP WS\Professional Contracts\For State Agencies\Executive Orders; and EO JBE2016-38

**RFPs** – Memo OSP16-08;

**Proprietary Specifications** – RS39:1655; RR 109; PHB- Sect. 7 & 27; PTN-06; VG-Sect. 8.3

**Protests** – RS39:1671, 39:1683; PHB- Sect. 16; PSCG pg. 16; VG-Sect. 9.11

**Public Contracts** – RS38:2211-2296

**Public Records** – OSP WS; RS44:1-41; RS39:1557, 39:1594.D, RR 103; VG- Sect. 10.4 & 10.5

**Public Records Request** – OSP WS

**Purchase Orders** – RS39:1594.G; RR 335; PHB- Sect. 22; VG- Sect. 13.1

**Purchasing & Professional Contracts Rules & Regulations** – LAC Title 34, Part I; OSP WS\Purchasing\Legal Information; OSP WS\Professional Contracts\Legal Information

**Qualified Products List** – RR1309.C; PTN-35

**Quasi Agency List** – OSP WS\Purchasing\About Us\Contacts

**Reciprocal Preferences** – RS39:1604.1 & 2; PHB- Sect. 19; PPM -59

**Regional Map** – OSP WS\Purchasing\Vendor Center

**Rejection of Bids** – RR Chapter 13; RR 331.A; RS 39:1602; VG-Sect. 11.7

**Rejection of Proposals** – RR Chapter 13; RFPM pg. 23

**Renewal of Contracts** – RR 2101-2103; PHB- Sect. 34; PTN-28

**Rentals/Leases** – RR Chapter 20; PHB -Sect. 29

**Reporting Requirements** – RS39:1567, RS39:1568.1, RS 39:1736, RS 39:1569, RS 39:1590, RS39:1696.A.; RR 109, 329, 905.B, 1111.B, 2505, 2506; PHB-Sect. 27 & 31; PPM- 37; Memo OSP 16-03

**Request for Proposal** – RS39:1593.C; PHB- Sect. 35; OSP WS\Purchasing\Agency Center; RFPM; PTN-44

**Requisition/Shopping Cart Review** – PHB- Sect. 12

**Requisition/Shopping Cart Renewals** – PHB- Sect. 34

**Requisition/Purchase Order Process Overview** – PHB- Sect. 9

**Resale Items** – RS39:1554.H, RS 39:1615.D (1); RR 905.A.2.c

**Resident Business** – RS39:1594.H, 39:1556 (46)

**Responsible Bidder** – RS39:1556 (49) RS39:1606; RR327.B and Chapter 15; VG-Sect. 11.3

**Responsive Bidder** – RS39:1556(48); RR 327.B; VG-Sect. 11.2

**Reverse Auction** – RS 39:1593(6)(d), 39:1556(50),(39:1600); RR Chapter 5

**Rules and Regulations** – OSP WS\Purchasing\ Legal Information

**Sealed Bidding (definition)** – RS39: 1556(22); See also Competitive Sealed Bids

**Sheltered Workshops** – RS39:1604.4, RS39: 1604.4(1); RR 2105; PHB- Sect. 7

**Signature (Definition)** – RS 39:1556 (53)

**Small and Emerging Business (SEB)** – RS39:1731-1738; EO JBE 2016-39; OSP WS\Purchasing\About Us; VG-Sect. 14.0; PHB-Sect. 38

**Small Entrepreneurship/Hudson Initiative (SE-HI)** – RS39:2001, et. seq., RS51:931; LAC 19:VII.Chapters 11 and 15; PHB -Sect. 38; VG- Sect. 15.0; OSP WS\Professional Contracts\For State Agencies; OSP WS\Purchasing\Home

**Social Services Contracts** – see Professional Services Contracts

**Small Purchase** – RS39:1596; EO JBE 2016-39; OSP WS\Legal Information, RR 701; VG-Sect. 5.4 & 8.1

**Sole Source** – RS39:1597; RR Chapter 9; PHB- Sect. 27; RR 2545.A.2, 2554; PSCG pg. 10 & 27

**Soliciting Prior Contractors** – RS39:1594. C(1); PTN-11

**Solicitations** – PHB- Sect. 14; PTN-11

**Source Selection Methods** – RS 39:1593

**Specifications** – RS39:1651-1658; RR Chapter 1; PHB- Sect.13; VG- Sect. 9.10

**Split Award** – R&R 331.F.2

**Split Purchases (ie Artificially Divided Purchase)** – RR 701; RS 39:1596; EO JBE 2016-39

**SPO Commodities** – OSP WS\ Purchasing\About Us\Contacts

**State Agency List** – OSP WS\ Purchasing\About Us\Contacts

**State Regional Map** – OSP WS\Purchasing\Vendor Center; VG-Sect. 7.8

**Types of Contracts** – RS39:1611-1622; RR Chapter 17; PHB- Sect. 36; PSCG-all; VG-Sect. 8.11; OSP WS\Purchasing\Featured Contracts and OSP WS\Professional Contracts

**Stay of Award during Protest** – RS39:1671.F; PHB- Sect. 16

**Tabulation (i.e. recorded/recording/documentation)** – RS39:1594.D; R&R 319.B; RR 335; PHB-Sect. 19-pg. 35

**Taxes** – RR 307.G; VG- Sect. 9.7; PTN-31

**Telecommunications** – RS39:1751-1755; LAC Title 4, Part IX

**Tie Bids** – RS 39:1594.H, RS39:1626.C; RR 329, RR 511, & RR Chapter 23; VG-Sect. 11.5; PHB -Sect. 20

**Trade-In of Used Equip.** – PHB- Sect. 28

**Travel** – OSP WS State Travel; PPM 49

**Unsigned Bid** – RR 321.B.2

**Used Equipment** – RS39:1600.C; RR 905.B

**Vendor Registration** – OSP WS\Purchasing/ Vendor Center

**Violation of Procurement Code** – RS39:1679

**W-9** – OSP WS\Purchasing\Vendor Center\Vendor Registration or OSP WS\Purchasing\Online Forms\Vendor Forms

**Withdrawal of Bids** – RS39:1594F; VG-Sect. 9.4; RR 509

**Written (definition)** – RS 39: 1556(62)

## Quick Reference Guide for State Entities governed by the Procurement Code



### Purchasing & Professional Contract Reference Information

#### Mailing Address:

Office of State Procurement  
P. O. Box 94095  
Baton Rouge, LA 70804-9095

#### Physical Address:

Office of State Procurement  
1201 North Third Street, Suite 2-160  
Baton Rouge, LA 70802

#### Purchasing Help Desk:

[DOA-OSPhelpdesk@la.gov](mailto:DOA-OSPhelpdesk@la.gov)

#### Professional Contracts Help Desk:

[DOA-PChelpdesk@la.gov](mailto:DOA-PChelpdesk@la.gov)

#### Vendor Inquiries: [Vendr\\_inq@la.gov](mailto:Vendr_inq@la.gov)

Tel: (225) 342-8010  
Fax: (225) 342-9756

Website: <http://doa.la.gov/Pages/osp/Index.aspx>

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