

## ABBREVIATIONS

**AGPS** – Advanced Government Purchasing System

**CPI** – Consumer Price Index

**EO** – Executive Order

**ISIS** – Integrated Statewide Information System

**ITB** – Invitation to Bid

**OSP** – Office of State Purchasing

**PHB** – Procurement Handbook

**PPI** – Producer Price Index

**R&R** – Rules and Regulations

**RFP** – Request for Proposal

**RS** – Revised Statute

**SPO** – State Purchasing Officer

**WS** – Website rev. 1/12

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Addenda – R&R 505, PHB Sec. 18

Address, Mailing for OSP – Cover of this quick reference

Address, Street for OSP – Cover of this quick reference

Advertisement of bids – RS39:1594.C, RS43:111-211, R&R 505

Advertising/Media Placement – EO BJ 08-67

Agency Term Contracts – PHB Sec. 37

AGPS Status Codes – BTAB screen in AGPS\Inquire on TT

All or None Bids – R&R 531.F

Anticompetitive Practices – R&R 2301-2311

Approvals and Review Files – PHB Sec. 33

Artificially Divided Purchase – RS 39:1596, R&R 701, EO BJ 08-67, OSP Memo 04-07

Assignment of Contract – R&R 537, PHB Sec. 24

Award – RS39:1594.G, R&R 527, 529.C, 531, and 533, PHB Sec. 19

Bid Bonds – R&R 523.A, PHB Sec. 17

Bidding Time – RS39:1594.C(1), R&R 503

Bid Evaluation – RS39:1594.E, R&R 527

Bid Forms – R&R 507

Bid List – R&R 509

Bid Opening Date – RS39:1594.C(1), R&R 503

Bid Openings – RS39:1594.D, R&R 519, PHB Sec. 15

Bid Results – R&R 531.B and 535

Bid Security Instruments – PHB Section 17

Bid Submittal – R&R 507

Boiler Plate – Standard Instructions, Terms and Conditions

Brand Name Contract Procedures (Establishment & Changes To) – PHB Sec.

36 and OSP WS\Vendor Center\“How to Do Business” & OSP WS\Contracts\Brand Name or LaMAS

Brand Name Contract Procedures for Microcomputers – OSP WS\Vendor Center

Brand or equal specification – R&R 309.B

Cancellation of Purchase Order – RS39:1661.B, PHB Sec. 23

Cancellation of Solicitation – RS39:1599, R&R Chapter 13, PHB Sec. 21

Cancellation of Solicitation Reasons – R&R 1307

Cash Discounts – R&R 531.C, PHB Sec. 19

Change Orders – RS39:1661, R&R 531.D, PHB Sec. 23

Code of Ethics – RS 42:1101-1170

Collusive Bidding – RS39:1626, R&R Chapter 23

Commodities by SPO – OSP WS\About Us\Contacts

Commodity List – OSP WS\Vendor Center

Competition – RS39:1655, Small Purchases EO BJ 08-67, R&R 309

Competitive Sealed Bids – RS39:1594, R&R Chapter 5

Conditioned Bids – R&R 507.C

Construction – RS38:2211-2296

Contract Controversy – RS39:1673, 1716

Contract Clauses – RS39:1661

Contract Use by State Agencies – R&R 1701, OSP Memo 04-07

Contracts – RS39:1611-1616, R&R Chapter 17, OSP WS\Contracts, PHB Sec. 36

Cooperative Purchasing – RS39:1702-1709, R&R Chapter 25

Copy Fees for Public Records – LAC Title 4, Chapter 3

Correction or Withdrawal of bids – RS39:1594.F, R&R 515 and 521

Cost-Plus-a-percentage-of-Cost Contracts Prohibited – R&R 1705, RS 39:1611

CPI – <http://stats.bls.gov/cpi/>

Data Processing – RS39:196-200, LAC 34:1.55; OSP Memo 03-12 (WS), OSP Memo 04-02 (WS) R&R 5501-5513

Debar or Suspend Vendors – RS39:1672

Default of Contractor – RS39:1661.C

Deficiency/Complaints – PHB Sec. 25

Definitions in Procurement Code – RS39:1556, 1591, 1595.A, 1595.4.E, 1701, 1732, and 1752

Definitions in Rules and Regs. – 301.A.1,309.A.1, 309.B.1, 309.C.1, 309.D.1, 527.B, 529.A and B.2, 1309.C, 1501, 5103

Delegated Authority – RS39:1566, R&R 305.B, PHB Sec. 5, Memo OSP 03-13

Delivered Prices – R&R 507.F

Deliveries – R&R 539

Difference between ITB and RFP – PHB Sec. 8

Directions to State Purchasing – OSP WS\About Us and cover of this quick reference

Documentation of Award – R&R 533

eCat – OSP WS – Home Page\Services

Email addresses – OSP WS\About Us\Contacts

Emergencies – RS39:1598, R&R 1101-1111, PHB Sec. 31

Escalation Clause – RS39:1656

Evaluation of Bids – RS39:1594.E, R&R 527

Exclusions from Procurement Code – RS 39:1554

Executive Order BJ 08-67 – OSP WS \Legal

Executive Order Small Purchases – RS 39:1596, R&R 701, OSP WS\Legal

Exempt Agencies – RS 39:1572

Exempt Goods & Services – RS39:1594.I

Fax Number for OSP – 225-342-8688 and cover of this quick reference

Faxed Bids – PHB Sec. 32

Financed Purchases – RS39:1616, OSP WS, PHB Sec. 30

Freight Terms – PHB end of Sec. 19

Frequently Asked Questions – OSP WS\Agency and Vendor

Glossary of Purchasing Terms – PHB Sec. 39

Governing Law – RS9:2778

Group Purchasing – RS39:1593.1

GSA Contracts – See LaMAS Contracts

Help Desk (OIS) – 342-2677 – AGPS/LEO questions; eCat/LaPAC questions from AGPS users

Help Desk (OSP) – (225) 219-HOW2 (4692) – Purchasing questions from all & eCat/LaPAC questions from Vendors & Non-AGPS users)

Holiday postponement of bid opening – R&R 519.C

Inspection of Bids – RS44:33, R&R 519.B.2

Installment Purchase – RS39:1616, OSP WS, PHB 30

Internet - OSP URL is [www.doa.louisiana.gov/osp](http://www.doa.louisiana.gov/osp)

ITB – Invitation to Bid – RS39:1594.B, R&R Chapter 5

Labor and Materials – RS38:2211-2296

LaCarte Credit Card – OSP WS; PHB Sec. 5

LaMAS Contracts – WS\Contracts, OSP Memo 03-11(WS), PHB Sec.36, R&R 2506

LaPAC – OSP WS

LAPS – R&R 1709

Late Bids – R&R 517

Late Payment – RS39:1695

Law Search – OSP WS\Legal

Lease-Purchase – RS 39:1761, R&R 2005 and 5301

Leases – R&R Chapter 20

Location of State Purchasing Office – OSP WS\About Us

Maintenance and Services PP 51 – OSP WS\Legal

Map of our location – OSP WS under About Us

Mistakes in Bids – R&R 521

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

Multiple Awards – R&R 1803

Multi-year Contracts – RS39:1615, R&R 1901-1905

Negotiation Prohibited – R&R 527.E

Net Prices – R&R 507.F

NIGP – OSP WS under Agency Center

Notifying Unsuccessful Bidders – RS39:1601, R&R 535

OSP@ Your Service – OSP WS\Forms and Services

P Card – OSP WS; PHB Sec.5

Performance Bonds – R&R 523.B, PHB Sec. 17

Period of Inquiry – PHB Sec. 11

PPI – <http://stats.bls.gov/ppi/>

Policy and Procedure Memo 51 (Maint. and Services) – OSP WS under Legal

Prebid Conference – R&R 511, PHB Sec. 10

Preference Calculation – PHB Sec. 19

Preferences – RS39:1594.H, 39:1595 et. seq., R&R 2105, PHB Sec. 19

Printing – RS43:1-34

Printing Terms Glossary – OSP WS\Agency Center

Prison Enterprise Contracts – PHB Sec. 7; RS15:1157.A(1)

Procurement Code – RS39:1551-1736

Procurement Methods, RS39: 1593-1598, PHB Sec. 7

Procurement Statutes – PHB Sec. 3

Professional Organizations – OSP WS\About Us\Contacts

Professional Services – RS39:1481-1526 (handled by Office of Contractual Review)

Proprietary Specifications – RS39:1655, R&R 309, PHB Sec. 27

Protests – RS39:1671, PHB Sec. 16

Public Contracts – RS38:2211-2296

Public Records – RS44:1-41, RS39:1557, 39:1594.D, R&R 303

Purchase Orders – RS39:1594.G, R&R 535, PHB Sec. 22

Purchasing Rules & Regulations – LAC Title 34, Part I; OSP WS under Legal

Qualified Products List – R&R 309.C

Quasi Agency List – OSP WS\About Us\Contacts

Reciprocal Preferences – RS39:1595.1, PHB Sec. 19

Regional Map – OSP WS under Vendor Center

Rejection of Bids – R&R 1309.C

Renewal of Contracts – R&R 2101-2103, PHB Sec. 34

Rentals/Leases – R&R Chapter 20, PHB Sec. 29

Reporting Requirements – RS39:1567, RS39:1613, RS39:1696, R&R 907.B and 1111.B.2

Request for Proposal - RS39:1593.C, PHB Sec. 35, OSP WS\Agency Center Requisition Review – PHB Sec. 12

Requisition/Purchase Order Process Overview – PHB Sec. 9

Resale Items – RS39:1554.H, RS39:1615.D(1), R&R 905.A.2.c

Resident Business – RS39:1594.H, 1591(6)

Responsible Bidder – RS39:1591(7), RS39:1601, R&R 527.B.2 and Chapter 15

Responsive Bidder – RS39:1591(8), R&R 527.B.1

Reverse Auctions – RS39:1598.1

RFP (see Request for Proposal)

Rules and Regulations – OSP WS under legal

Sealed Bidding (definition) –RS39: 1556(22)

Sheltered Workshops – RS39:1595.4, RS39: 1594.I(1), R&R 2105, PHB Sec. 7

Small and Emerging Business (SEB) – RS39:1731-1738, Small Purchases Exec. Order BJ 08-67, OSP WS\About Us

Small Entrepreneurship/Hudson Initiative (SE-HI) – RS39:2001, et. seq.;  
 RS51:931; LAC 19:VII.Chapters 11 and 15; PH Sec. 39  
 Small Purchase Exec. Order – RS39:1596, Exec. Order  
 BJ 08-67, OSP WS\Legal, R&R 701  
 Sole Source – RS39:1597, R&R 901-907, PHB Sec. 27  
 Soliciting Prior Contractors – RS39:1594.C(1)  
 Solicitations – PHB Sec. 14  
 Specifications – RS39:1651-1657, R&R Chapter 3, PHB Sec.13  
 Split Award – R&R 531.F.2  
 Split Purchases – R&R 701, RS 39:1596, EO BJ 08-67  
 SPO Commodities – OSP WS\ About Us\Contacts  
 State Agency List – OSP WS\ About Us\Contacts  
 State Regional Map – OSP WS\Vendor Center  
 Statewide Contracts – RS39:1611-1616, R&R Chapter 17, PHB Sec. 36,  
 OSP WS\Contracts  
 Stay of Award during Protest – RS39:1671.F, PHB Sec. 16  
 Tabulation – RS39:1594.D, R&R 519.B, R&R 535  
 Taxes – R&R 507.G  
 Telecommunications – RS39:1751-1755; LAC Title 4, Part IX  
 Telephone Nos. State Purchasing – OSP WS under About Us  
 Tie Bids – RS 39:1594.H, RS39:1626, R&R 529, R&R 2309  
 Trade-In of Used Equip. – PHB Sec. 28  
 Travel – OSP WS under State Travel  
 Unsigned Bid – R&R 521.B.2  
 Used Equipment – RS39:1645; R&R 905.B  
 Vehicle Purchases – WS\Contracts  
 Vendor Registration – OSP WS under Vendor Center  
 Violation of Procurement Code – RS39:1679  
 W-9 – OSP WS under Vendor Registration or On-line Forms  
 Website Address for OSP – www.doa.louisiana.gov/osp and on the front  
 of this quick reference  
 Withdrawal of Bids – RS39:1594F  
 Written (definition) – RS 39: 1556(29)

342-8010  
 342-8018 (M)  
 342-8052  
 342-8066 (5)  
 342-6634 (W)  
 342-9200 (G)  
 342-8020 (C)  
 342-5258 (Q)  
 342-8044 (A)  
 342-8036 (N)  
 342-8028 (V)  
 342-8016 (K)  
 342-6525  
 342-8063  
 342-0274 (8)  
 342-6349  
 342-8056  
 342-3793  
 342-8024 (L)  
 342-8047 (F)  
 342-8011 (7)  
 342-8040 (6)  
 342-8021 (Y)  
 342-8014 (I)  
 342-8012  
 342-8010  
 342-8042 (3)  
 342-6677  
 342-8017  
 342-8033  
 342-8045  
 342-8062  
 342-8034  
 342-8027 (B)  
 342-8065  
 342-8039  
 342-8023 (O)  
 342-8027 (S)  
 342-8025 (E)  
 342-8035 (X)  
 342-6963 (O)  
 342-8041  
 342-1302 (J)  
 342-8029  
 342-8043 (Z)  
 342-8022 (D)  
 342-8038 (P)  
 342-9752 (R)  
 342-8053  
 342-8062  
 342-8032 (2)  
 342-6322

Receptionist  
 Achee, Lelia  
 Allen, Rolanda  
 Angrum, Tanya  
 Bonfanti, Susan  
 Braud, Jana  
 Brown, Janelle  
 Campbell, Ann  
 Chambers, Bonnie  
 Christopher, Lillie  
 Coppage, Mary  
 David, Lee Ann  
 Davis, Rhonda  
 Eidson, Caroline  
 Foster, Carl  
 Fox, Carolyn  
 Grant, Tammy  
 Grazioso, George  
 Gros, Lona  
 Gueho, Kim  
 Haynes, Rob  
 Hood, Paulett  
 Hoover, Carolyn  
 Jackson, Lisa  
 Jackson, Rosemary  
 Johnson, Janet  
 Kellett, Jan  
 Kemp, Bonnie  
 Ketterer, Tom  
 Kimball, Debbie  
 Knippers, Lynda  
 Lea, Denise  
 LeBlanc, Samantha  
 McKee, Michele  
 Moore, Shiela  
 Myers, Brenda  
 Nwogu, Rufus  
 Parker, Pam  
 Peterson, Tiffany  
 Politz, Tommy  
 Purpera, Gina  
 Randolph, Mary  
 Reese, Anddrick  
 Sonnier, Felicia  
 Spann, Connie  
 Stephenson, Hilary  
 Thode, Heather  
 Tilley, Paulette  
 Toups, Tammy  
 Williams, Betty  
 Williams, Josephine  
 Woods, Shelita

Buyer indicator is in parentheses  
 E-mail format: firstname.lastname@la.gov

219-4692  
 342-8688  
 219-7837  
 342-5019  
 OSP Help Desk  
 OSP Facsimile  
 Bid Room  
 Travel Facsimile

## Quick Reference for State Agencies that follow the Procurement Code



**State Purchasing Information  
 Mailing Address:  
 Office of State Purchasing & Travel  
 P. O. Box 94095  
 Baton Rouge, LA 70804-9095**

**Physical Address:  
 Office of State Purchasing & Travel  
 1201 North Third Street  
 Suite 2-160  
 Baton Rouge, LA 70802**

**Directions:  
 From I-110 S or N  
 Capitol Access Road Exit  
 to Capitol Lake Road  
 continue west  
 turn right on North Third**

**Tel: (225) 342-8010  
 Fax: (225) 342-8688  
 Website: www.doa.Louisiana.gov/osp**