



How to Do Business with the State of Louisiana

Office of State Procurement

Vendor Training



Agenda

1. Office of State Procurement
2. Authorized Procurement Methods
3. State Systems and Registration
4. Strategies for Vendor Success
5. Outreach / Inclusion / Accountability Initiatives
6. Resources



1. Office of State Procurement

The mission of the Office of State Procurement is to develop and implement fair, open, and competitive procurement practices in accordance with executive policy and legislative mandates, and to provide quality and timely services to agencies and vendors.

"Full, fair, and fast".

Combined role of customer service and regulatory review.

Division of Administration
Commissioner





2. Methods of Procurement

a) Small Purchases

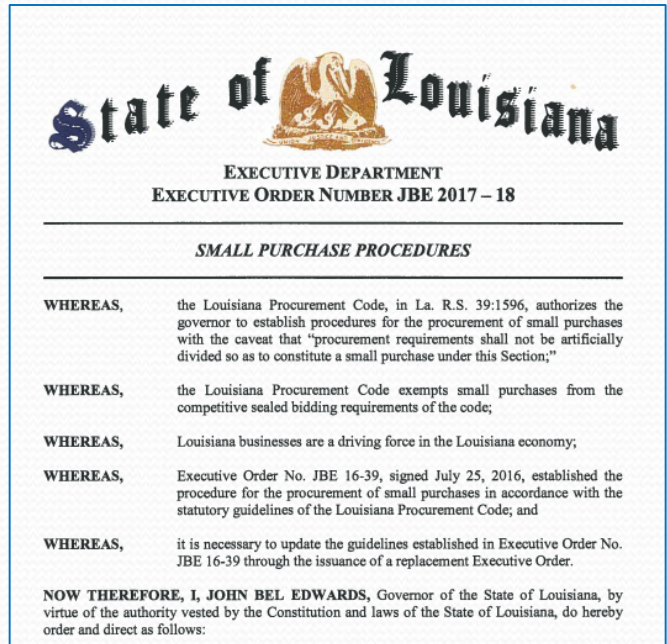
- i. Small Purchase Executive Order JBE 2017-18
- ii. \$0 - \$5,000: No competition required (informal quotes / P-Card)
- iii. \$5,000 - \$15,000: 3 quotes required, or Hudson Initiative
- iv. \$15,000 - \$25,000: 5 quotes required

b) Competitive Sealed Bids (ITBs)

- i. Over \$25,000 – publically advertised

c) Request for Proposals – RFP

- i. Long, complex – built for compliance
- ii. Primes and subcontractors





2. Methods of Procurement

- d) Non-Competitive "PPCS" Service Contracting
 - i. Professional services (doctors, lawyers, accountants, actuaries, veterinarians, claims adjusters, engineers*, architects*) - ALL
 - ii. Personal services (artists, interpreters, photographers, musicians or writers with highly technical or unique individual skills/talents) – ALL
 - iii. Consulting services (IT, business management, large-scale personal or professional service-type activities) – under \$75,000 / year
 - iv. Social services (rehabilitation and health support services – health, substance abuse, family planning, etc.) – under \$250,000 / year

- e) Cooperative Purchasing/GSA
- f) Brand Name Contracting
- g) Emergency Procurement





2. Emergency Procurements

- Two Types of Emergencies
 - “Usual” Emergencies (e.g.: water line burst)
 - Catastrophic Emergencies (e.g.: hurricane)

- Several Types of Emergency Procurements
 - Governor’s EO/Proclamation provides flexibility
 - Extraordinary authorization to just obtain 3 quotes
 - Use of OSP emergency-contingency SW contracts
 - Use of regular statewide contracts if still available
 - RFQs: requests for quotation (time-abbreviated bids)



2. Methods of Procurement

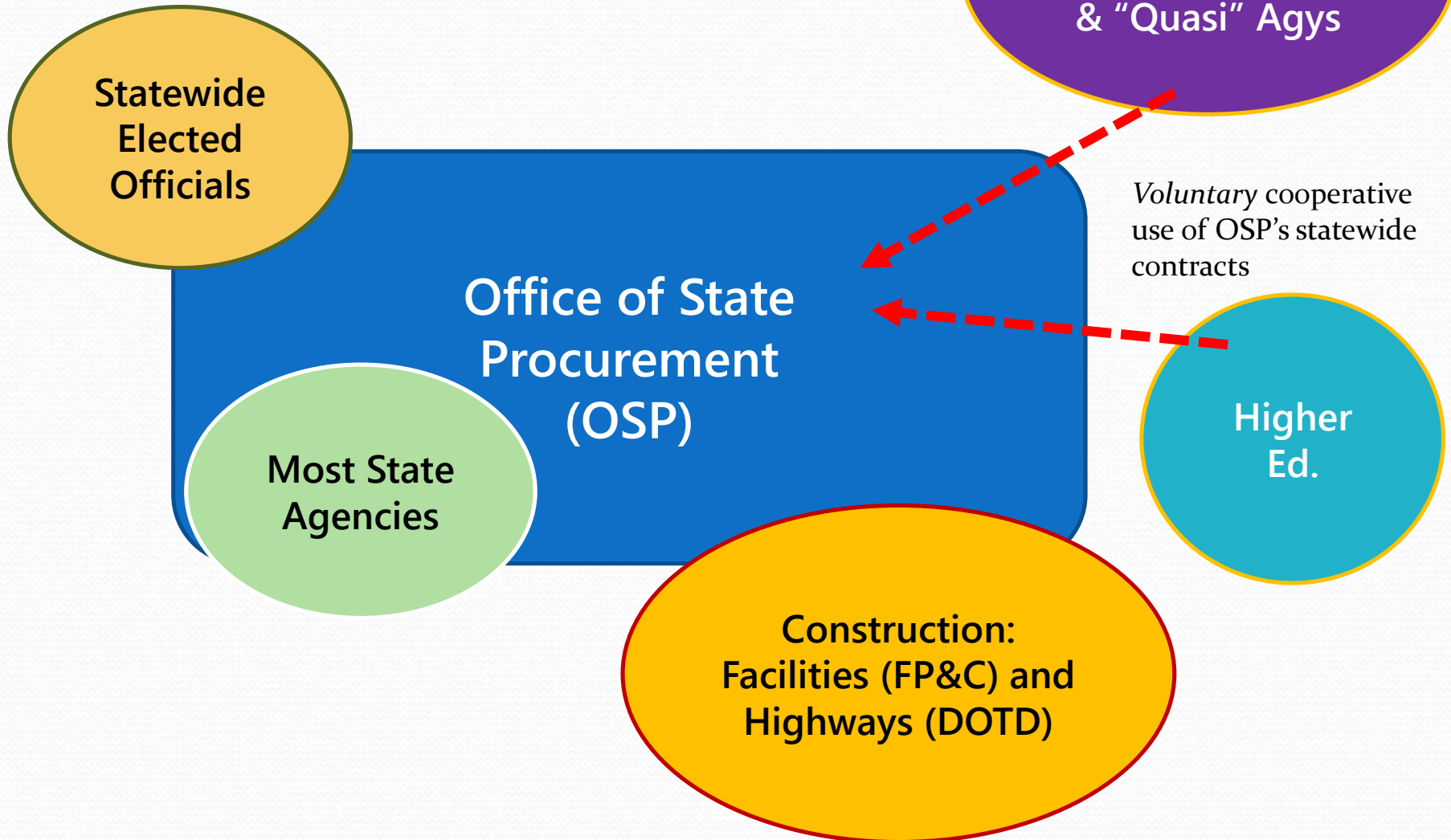
e) Statewide Contracts

- Sometimes also referred to as "44" contracts (e.g.: 4400016797)
- "Do you have a State contract?"
- Established by OSP to meet the needs of all state agencies, as well as political subdivisions and quasi's
- Typically established by ITB, RFP, GSA, or cooperative
- Benefits of bundled purchasing power and compliance
- Emergency Contingency are often a subset of SW





2. State Agencies





2. How are Contracts Created?

- Recurring Needs for Agencies
 - Universal: office supplies; computers
 - Majority: janitorial; copiers; cell phones
 - 50-50: vehicles; security guards
 - Minority: ammunition; herbicides
 - Rare: tobacco tax stamps; school buses

- Agency Requests
- Repetitive Retail Purchases
- Emergency Contingency





3. State Systems

- OSP's website: procurement.la.gov
- LaGov/LaPac – vendor registration, bid postings, bid notifications, listing of registered vendors
- eCat – State's electronic catalog of existing contracts
- LED Small Business Programs – Hudson Initiative



Welcome to the Office of State Procurement

procurement.la.gov

Director:

Paula Tregre, MBA
Phone: 225-342-8010
FAX: (225) 342-9756
Email: Paula.Tregre@la.gov

The Office of State Procurement (OSP) serves the agencies and people of Louisiana by ensuring that the state's contracting and purchasing activities are conducted legally, fairly, and efficiently.

Mailing Address:

P.O. Box 94095
Baton Rouge, LA 70804-9095

OSP is responsible for maintaining standards, and for conducting the review and technical approval of professional, personal, consulting and social services contracts needed by state agencies. The office verifies that the competition process for each contract is fair, that funding has been appropriated to pay for services, and that the proposed services are reasonable and advisable in relation to the agency's mission and the state's priorities.

Help Desk Email Addresses:

Purchasing:
[DOA-OSP HELP DESK](#)
Professional Contracts:
[DOA-PC HELP DESK](#)
Vendor Inquiries: [VENDR INQ](#)

OSP also manages the purchasing of equipment, goods, supplies and operating services needed by state agencies. The office researches, develops and issues both statewide and agency-specific contracts and competitively bids items not covered under annual contracts. In all of its purchasing activities the office strives to reduce costs to the state by harnessing the purchasing power of the entire state to obtain the best pricing for all agencies, large and small.

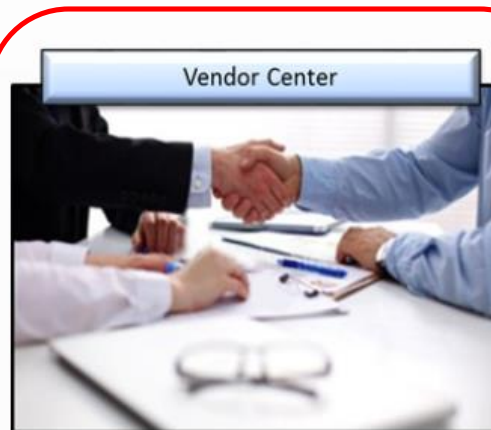
OSP strives to ensure a fair, competitive bidding environment for all vendors, while also ensuring that vendors have performed well in their contractual duties to state agencies and the public. It also manages the Hudson and Veterans Initiatives for Small Entrepreneurships to ensure that agencies give due consideration to contracting with local small businesses.

[New Information](#)

Agency Center



Vendor Center





Vendor Center

LaPAC - Louisiana Procurement & Contract Network

Vendor Forms

Vendor Questions

Vendor Registration

UNSPSC Code Search

Procedures for the Establishment and Continuance of a Brand Name or LaMAS Contract

Louisiana's Hudson (Small Entrepreneurship) and Veteran Initiatives

Vendor Payee *(Inquiry)*

Vendor Online Bidding Questions

Louisiana's Electronic Catalog (LA eCat)

Memos

Contracting Opportunities

Vendor Registration Help Scripts

Unit of Measure Codes

Procedures for the Establishment and Continuance of a Brand Name Microcomputer Contract

Hudson Initiative (Small Entrepreneurship) Certified Vendors from LaPAC - Quick List

Vendor Help Desk

How to do Business with the State of Louisiana

Publications

Louisiana Procurement Technical Assistance Center

UNSPSC Product Categories (Commodity Codes)

Louisiana Regional Map

Microcomputer Contract Additions

Veteran Initiative (LaVet) Certified Vendors from LaPAC - Quick List

Cooperative Purchasing Approved Quasi Units



LaPac

Office of State Procurement

LaPAC

Welcome to the Louisiana Procurement and Contract Network

[Help](#)

[LaPAC Public Menu](#)

[Bids by Category](#)

[Bids by Department](#)

[Search for Open Bids](#)

[Search by Bid Number](#)

[Vendor Registration Menu](#)

LaPAC Public Menu

All vendors that wish to receive email notifications of bid opportunities must be registered in LaGov via the vendor enrollment portal.

[Vendor Registration Menu](#)

Use the LaGov vendor enrollment portal to market your products or services.

[Bids by Category](#)

View a listing of bids by category for all departments.

[Bids by Department](#)

View a listing of solicitations by department.

[Search for Open Bids](#)

Locate open solicitations by one or more selection criteria.

[Search by Bid Number](#)

Locate solicitations by bid number.

[Check Status](#)

View a listing of solicitations that have already opened and see the current status.



LaPac – Vendor Regis.

Office of State Procurement

LaPAC

Welcome to the Louisiana Procurement and Contract Network

Help

LaPAC Public Menu

Vendor Registration Menu

Vendor Reg Procedures

UNSPSC Product Search

UNSPSC Product Tree

Vendor Registration Menu

All vendors that wish to receive email notifications of bid opportunities must be registered in LaGov via the vendor enrollment portal.

[Vendor Enrollment Portal](#)

Complete the New Supplier Registration form and click submit. **Important!** Be sure to close all web browser sessions after you click submit. You will receive an email with your permanent User ID (LaGov Vendor Number) and a new link to create your personal password. You can now manage your account — create/update additional contacts, manage own data, manage company data and manage product categories.

[Maintain Registration Information](#)

Using permanent User ID and personalized password, login and manage company information.

[Vendor Registration Procedures](#)

Visit our Vendor Center for additional details on the new LaGov Vendor Registration process.

[UNSPSC Product Search and Product Tree](#)

Search for UNSPSC Products by entering a search term or expanding product categories to view descriptions at the Segment, Family, Class, and Commodity Code levels.

[Search for Registered Vendors \(LaGOV\)](#)

Search for vendor information that has been provided in the new LaGov vendor enrollment portal (enrollment by UNSPSC Commodity Class Codes).



3. Benefits of Registration

- Automated bid/addenda notifications
- Free, fast enrollment and 24/7 access
- Self-enrollment and account maintenance
- Makes your company visible to agencies
- Ties to registration in State's payment system
- Allows online bids instead of submitting paper
- Required for any contract award





3. Registration Help Scripts

LaGov Vendor Portal Help Scripts

- Phases of Vendor Registration
- Vendor Registration
- UNSPSC Commodity Codes
- UNSPSC Code Search
- Administrator Roles:
 - Welcome Page
 - Create Additional Users
 - Manage User Data
 - Manage Own Data
 - Manage Company Data
 - PO Email Election
 - Manage Product Categories
 - Create Remit Address
 - Vendor Payments (*Inquiry*)





3. LaPac Bids by Department

Bids by Department

Click on the underlined Department to view a list of bids for that Department.

***** State Procurement *** - (214)**

+ State - Corrections - (5)

+ State - Transportation and Development - (21)

+ State - Environmental Quality - (1)

+ State - Agriculture & Forestry - (2)

+ State - Board of Commissioners Port of New Orleans - (0)

+ State - Board of Supervisors-University of LA System - (1)

+ State - Capital Area Human Services District - (0)

+ State - Civil Service - (0)

+ State - Coastal Protection & Restoration Authority - (4)

+ State - Commissioner of Elections - (0)

+ State - DCRT- OFFICE OF STATE PARKS - (2)



3. LaPac Bids by Category

Bids by Category (UNSPSC Segment)

Click on the underlined category to view a list of bids for that category.

[APPAREL AND LUGGAGE AND PERSONAL CARE PRODUCTS \(53000000\) - \(9\)](#)

Clothing, Footwear, Luggage and Handbags and Packs and Cases, Personal Care Products, Sewing Supplies and Accessories

[BUILDING AND CONSTRUCTION AND MAINTENANCE SERVICES \(72000000\) - \(94\)](#)

Building Construction, Support, Maintenance and Repair Service, General Building Construction, Heavy Construction Services, Specialized Trade Construction and Maintenance Services

[BUILDING AND CONSTRUCTION MACHINERY AND ACCESSORIES \(22000000\) - \(6\)](#)

Heavy Construction Machinery and Equipment

[CHEMICALS INCLUDING BIO CHEMICALS AND GAS MATERIALS \(12000000\) - \(7\)](#)

Explosive Materials, Elements and Gases, Additives, Colorants, Waxes and Oils, Solvents, Compounds and Mixtures

[CLEANING EQUIPMENT AND SUPPLIES \(47000000\) - \(14\)](#)

Water and Wastewater Treatment Supply and Disposal, Industrial Laundry and Dry Cleaning Equipment, Janitorial Equipment, Cleaning and Janitorial Supplies

[COMMERCIAL, MILITARY, PRIVATE VEHICLES, ACCES. AND COMP. \(25000000\) - \(21\)](#)

Motor Vehicles, Marine Transport, Railway and Tramway Machinery/Equipment, Aircraft, Spacecraft, Non Motorized Cycles, Transportation Components/Systems, Vehicle Bodies/Trailers, Transportation Services Equipment, Aerospace Systems/Components/Equipment

[DEFENSE, LAW ENFORCEMENT, SECURITY, SAFETY EQUIP. AND SUP. \(46000000\) - \(19\)](#)

Light Weapons and Ammunition, Conventional War Weapons, Missiles, Rockets and Subsystems, Launchers, Law Enforcement, Public Safety and Control, Security Surveillance and Detection, Personal Safety and Protection, Fire Protection

[DISTRIBUTION, CONDITIONING SYSTEMS AND EQUIP. AND COMP. \(40000000\) - \(17\)](#)

Heating and Ventilation and Air Circulation, Fluid and Gas Distribution, Industrial Pumps and Compressors, Industrial Filtering and Purification, Pipe Piping and Fittings



3. LaPac Bid Opportunities

Bid Number	Description	Date Issued	Bid Open Date/Time	Help
3000012469	*Site Visit* Grounds Maintenance - DOA Original: 3000012469 Attachments: Attachment A - Special Terms & Conditions, Pages 1 - 9 , Attachment B - Specifications, Pages 1-2 , Attachment C - Online Bidding Instructions, Pages 1 - 11	04/04/2019	04/30/2019 10:00:00 AM CT	107001
	Addendum No. 1 - Extending Bid Opening Date Date: April 4, 2019 Y Addendum 1: 3000012469-1	04/04/2019		
	Addendum No. 2 - CANCELLATION Date Issued: May 29, 2019 Your refe Addendum 2: 3000012469-2	05/29/2019		
3000012804	Fax Bid - Light Fixtures - DOC/Angola Bid Cancelled: 05/31/2019 Original: 3000012804 Attachments: Attachment A - Special Terms and Conditions - Pages 1-5 , Attachment B - Line Item Response - Page 1-1 , Attachment C - Online Bidding Instructions - Pages 1-11	05/10/2019	05/20/2019 2:00:00 PM CT	107001
	Addendum No. 1 - CANCELLATION Date Issued: 5/31/19 Addendum 1: 3000012804-1	05/31/2019		
3000012425	Auctioneering Services for LPAA Bid Cancelled: 06/11/2019 Original: 3000012425 Attachments: Attachment A - Special Terms and Conditions - Pages 1-8 , Attachment B - Specifications - Pages 1-5 , Attachment C - Price Sheet - Page 1-1 , Attachment D - Online Bidding Instructions - Pages 1-10	04/29/2019	05/21/2019 10:00:00 AM CT	107001
	Addendum No. 1 - Special Terms and Conditions Revisions, Questions & A Addendum 1: 3000012425-1 Attachments: Addendum # 1 - Price Sheet Revisions - Pages 1-2 , Revised Attachment A - Special Terms and Conditions - Pages 1-8	05/06/2019		
	Addendum No. 2 - CANCELLATION Date Issued: June 7, 2019 Your refe Addendum 2: 3000012425-2 Attachments: Notice of Cancellation - Page 1-1	06/11/2019		
3000012665	*Rebid*Prisoner Transport Service - DOC Bid Cancelled: 05/30/2019 Original: 3000012665 Attachments: Attachment A - Special Terms and Conditions - Pages 1-9 , Attachment B - Specifications - Pages 1-4 , Attachment C - Online Bidding Instructions - Pages 1-11	04/26/2019	05/21/2019 10:00:00 AM CT	107001



4. Strategies for Success

- Offer a Solution
- Register, Compete, and Market
- Low Hanging Fruit (noncompetitive purchases/contracts)
- Hudson Initiative
 - Up to \$15,000 purchases
 - Points for RFP proposals (as prime or subcontractor)
- Partner with other vendors





5. Outreach & Accountability

- Commissioner's Agency Hudson Participation Goal
- Hudson Subcontractor Good-Faith Follow-up
- Louisiana Checkbook
- Integration of UCP DBE Database w/ LaGov
- Ongoing review of local, small business preferences
- Vendor demographics reporting



6. Vendor Guide

LOUISIANA



VENDOR GUIDE

**How to Do Business with
the
State of Louisiana**

Paula Tregre, Interim Director

Division of Administration
Office of State Procurement
1201 North 3rd Street
Suite 2-160
P. O. Box 94095
Baton Rouge, LA 70804-9095

(225)342-8010
FAX (225)342-9756

<http://www.doa.la.gov/pages/osp/index.aspx>

Last updated November, 2016

- Detailed – 35 pages
- Deeper dive into registration, bidding, contracting, and customer service processes
- procurement.la.gov >
vendor center >
publications >
“Vendor Guide – How to do Business with the State of LA”



6. Contact

Phone Number: 225-342-8010

Emails (preferred):

Purchasing: DOA-OSPHELPDESK@la.gov

Professional Contracts: DOA-PCHELPDESK@la.gov

Vendor Inquiries: Vendr_Inq@la.gov