



*State of Louisiana*  
DIVISION OF ADMINISTRATION  
OFFICE OF STATE PURCHASING

KATHLEEN BABINEAUX BLANCO  
GOVERNOR

JERRY LUKE LEBLANC  
COMMISSIONER OF ADMINISTRATION

MEMORANDUM OSP 05-05

To: All Department Undersecretaries, Agency Heads, Business Managers, ISIS Agencies, and Purchasing Personnel

From: Denise Lee, Director

Date: January 25, 2005

Re: FY05 Requisition Deadlines/FY06 Requisitions and Orders

Fiscal Year 2005 Requisition Deadlines

Our deadline for the submittal of current fiscal year 2005 requisitions will be March 18, 2005. We are asking your department's cooperation and assistance in closeout by submitting all remaining FY 05 requisitions as soon as possible. This request is made to ensure receipts by June 30<sup>th</sup> and to facilitate our seasonably heavy workload.

Requisitions submitted after the March 18<sup>th</sup> deadline will be considered on an exception basis with supporting justification from the department undersecretary or his designee. If late requisitions are accepted and processed by this office, it is with the understanding that the agency will take the necessary measures to carryover FY05 funds or to provide FY06 funds in the event a June 30<sup>th</sup> delivery requirement is unrealistic and/or precludes competition. Similarly, the mere need to expend funds is an insufficient justification for a short bid. Requests for short bids must be accompanied by the department undersecretary's justification.

Requirements for capital equipment are typically subject to a lengthy procurement process, i.e. pre-bid conferences, agency reviews, long delivery lead times, etc., and should be submitted immediately but no later than close of business February 25, 2005. The Office of State Purchasing hopes to combine agencies' requirements for similar capital equipment to achieve volume pricing and to reduce administrative costs. Vehicle contract orders are due by March 1<sup>st</sup> to ensure factory delivery prior to June 30<sup>th</sup>.

January 25, 2005

FY05 Requisition Deadlines/FY06 Requisitions and Orders

Page 2 of 2

Requirements for "routine" equipment and supplies that require bidding should be submitted as soon as possible but no later than close of business March 18, 2005.

### FY2006 AGPS Activity

ISIS agencies may enter FY06 requisitions and orders. New obligations will by-pass the encumbrance process until the new budget is loaded.

Please be advised that delivery cannot be made prior to July 1, 2005. AGPS Text Clause No. S611 should be added to all FY06 bids, which reads:

Any orders resulting from this solicitation will be paid with new FY 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.

### Release of Fiscal Year 2006 Purchase Orders

Each agency shall be responsible for advising this office if a FY06 order is to be held pending budget approval by noting each requisition accordingly (RNTE for ISIS agencies). Unless otherwise instructed, all orders generated by this office will be released upon issuance.

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 [www.doa.louisiana.gov/osp](http://www.doa.louisiana.gov/osp) under the Agency Center.

If you have any questions, please contact this office.