

Office of State Procurement  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

**MEMORANDUM OSP 21-04**

TO: All Undersecretaries; Purchasing Directors; State Departments, Agencies, and Facilities; Colleges and Universities; Boards and Commissions

FROM: Paula Tregre   
Director of State Procurement

DATE: November 12, 2020

RE: Small Purchase Executive Order

Governor Edwards has revised and reissued the Small Purchase Executive Order with E.O. JBE 2020-21. Significant changes include:

1. The micro-purchase threshold has been raised from \$5,000 to \$10,000. (Section 4.A)
2. The intermediate tier threshold has been raised from \$15,000 to \$20,000. (Section 4.B)
3. The ITB sealed bid threshold has been raised from \$25,000 to \$30,000. (Section 4.C)
4. Agencies may now contract directly with Hudson/Veteran Initiative-certified firms up to \$30,000 (previously limited to \$15,000). (Section 4.C.2)
5. Electronic publications and subscriptions are more clearly authorized for noncompetitive purchase (Section 5.7)
6. Several other less significant changes are also included throughout the E.O.

The new executive order can be found at the link below:

<https://www.doa.la.gov/osp/legalinfo/SmallPurchaseProceduresJBE2020-21.pdf>

If you have any questions, please contact the OSP helpdesk at [DOA-OSPHelpdesk@LA.GOV](mailto:DOA-OSPHelpdesk@LA.GOV).

E.O. Tiers	Current	Proposed
<b>Tier 1</b> "Micro-Purchase Threshold"  (no competition required – retail / P-Card purchases)	\$0 - \$5,000	\$0 - \$10,000
<b>Tier 2</b> "Intermediate Tier"  (Solicit 3+ quotes)	\$5,000 - \$15,000 <b>(Hudson / Veterans)</b>	\$10,000 - \$20,000
<b>Tier 3</b> "Small Purchase Threshold"  (Solicit 5+ quotes, or RFQ posted to LaPac)	\$15,000 - \$25,000	\$20,000 - \$30,000 <b>(Hudson / Veterans)</b>

