

**RFP PROCEDURES
FOR PROCUREMENTS ALLOWED
PER R.S. 39:1593.C**

Purpose

The purpose of this document is to provide a workable procedure for the use of the procurement method known as the "Request for Proposals (RFP)". This document constitutes a guideline for the procurement of supplies, services, or major repairs, including but not limited to high technology acquisitions, or complex services, or contracting with a Group Purchasing Organization (GPO), in accordance with the Louisiana Procurement Code (LA R. S. 39, chapter 17). The exhibits are examples and may not be appropriate for the procurement since each RFP will have its own requirements.

Through legislative revision of the Code, the old methods of procurement have been modernized and modified to allow and encourage more flexibility. However, nothing stated in this procedure shall confer, or be construed to confer, any authority for any purpose or reason, contrary to any State or Federal Law, regulation, executive order, or other legal requirement. These documents should not be used in a court of law. Only the actual RFP solicitation and documents associated with the specific file, as well as procurement statutes, and rules and regulations shall serve that purpose.

The Office of State Procurement (OSP) reserves the right to waive or modify any procedural requirement stated herein when, if in its judgment, the interest of the State of Louisiana may better be served.

This procedure may be amended or rescinded, in whole or in part, by the Office of State Procurement at any time.

IT IS THE RESPONSIBILITY OF THE REQUESTING AGENCY DESIRING TO USE THIS METHOD OF SOLICITATION TO ENSURE THAT THE LATEST VERSION OF THESE PROCEDURES ARE IN THEIR POSSESSION. The procedures are available by calling 225-342-8033 and are posted on our website at <http://www.doa.louisiana.gov/osp/agencycenter/RFP/RFP-Index.htm>

RFP solicitations are available in electronic form at the LaPAC website <http://wwwprd1.doa.louisiana.gov/OSP/LaPAC/pubMain.cfm> using various search criteria. It is available in PDF format or in printed form by submitting a written request to State Procurement.