

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. 6/25/2008

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 KBB 2007-10
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 KBB 2007-10, 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 KBB 2007-10, 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:I.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 KBB 2007-10 – 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
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 – Louisiana Pricing Schedule – WS, OSP Memo 08-02, R&R 34.I.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
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 KBB 2007-10, 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 Purchases Exec. Order – RS39:1596, Exec. Order
 KBB 2007-10, 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 KBB 2007-10
 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)

342-8018 (M)
 342-8052
 342-8066 (5)
 342-8044 (F)
 342-8042 (3)
 342-8036 (N)
 342-5258 (Q)
 342-8067 (J)
 342-8031 (S)
 342-8047 (A)
 342-8017
 342-8015 (H)
 342-8063
 342-9200 (G)
 342-6349
 342-6322
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 342-3793
 342-8020 (C)
 342-8040 (6)
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 342-8012
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 342-0274 (8)
 342-8062
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 342-8021 (Y)
 342-1302 (B)
 219-7839 (U)
 342-8045
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 342-8010
 342-8014 (O)
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 342-8038 (P)
 342-8024 (L)
 342-8033
 342-8022 (D)
 342-8011 (7)
 342-6963 (O)
 342-8027
 342-8039
 342-8016 (I)
 342-8035 (X)
 342-6677
 342-6634 (W)
 342-8029
 342-8043 (Z)
 342-9752 (R)
 342-8055
 342-8028 (V)
 342-8053
 342-8049
 342-8062
 342-8032
 342-6525

Achee, Lelia
 Allen, Rolanda
 Angrum, Tanya
 Baird, Margaret
 Bergeron, Patsy
 Brown, Janelle
 Campbell, Ann
 Cascio, Nick
 Collins, John
 Dargin, Vanessa
 DeFoe, Llewellyn
 Donaldson, Janis
 Eidson, Caroline
 Fontenot, Donald
 Fox, Carolyn
 Gottschalk, Ellie
 Grant, Tammy
 Grazioso, George
 Gros, Lona
 Hood, Paulett
 Jackson, Lisa
 Jackson, Rosemary
 Johnson, Lola
 Jones, Walter "Pete"
 Jordan, Edgar
 Kemp, Bonnie
 Kemp, Tim
 Ketterer, Thomas
 Kimball, Debbie
 Knippers, Lynda
 Lea, Denise
 LeBlanc, Samantha
 Mashon, Bobby
 Miller, Belinda
 Molliere, Nadine
 Moore, Shiela
 Murphy, Jim
 Myers, Brenda
 Overfield, Glenn
 Purpera, Gina
 Randolph, Mary
 Rhodes, Barbara
 Russell, Marie
 Sanchez, Lisa
 Sanders, Jimmie
 Sicard, Beckie
 Sonnier, Felicia
 Spann, Connie
 Swaggerty, Linda
 Thomas, Bronis
 Thurston, Carolyn
 Toups, Tammy
 Trusclair, Scheryl
 Williams, Betty
 Williams, Josephine
 Woods, Shelita

Buyer indicator is in parentheses
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Quick Reference for State Agencies that follow the Procurement Code



**State Purchasing Information
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Baton Rouge, LA 70804-9095

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