

Office of State Procurement
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

MEMORANDUM OSP 16-11

TO: All Agency Heads, Department Undersecretaries, and Business Managers

FROM: Paul A. Holmes *P.H.*
Director of State Procurement

DATE: March 14, 2016

RE: FY16 Shopping Cart Deadlines/FY17 Shopping Carts and Orders

Fiscal Year 2016 Shopping Cart Deadlines

The Office of State Procurement is asking for your department's cooperation and assistance in closeout by submitting all remaining FY16 shopping carts by April 15, 2016. This request is made to ensure receipts by June 30, 2016.

Please be aware that shopping carts for FY16 submitted after April 15, 2016 will require the agency to take the necessary measures to carry forward FY16 funds or to provide FY17 funds in the event a June 30th delivery requirement is unrealistic and/or precludes competition.

Fiscal Year 2017 Activity

Agencies may enter FY17 shopping carts and orders. Remember that new obligations will by-pass the encumbrance process until the new budget is loaded. Agencies should only submit the FY17 shopping carts/orders which are mission critical to the operation of their agency.

Special Clause to be added to all FY 2017 solicitations:

Please be advised that delivery cannot be made prior to July 1, 2016. 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. (DocBuilder Element Z0S611_SP_New_FYFund may be referenced.)

Release of Fiscal Year 2017 Purchase Orders

Agencies should not request early release of FY17 Orders unless they are mission critical to the agency and the funding is expected.

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 the following URL:
<http://www.doa.la.gov/Pages/osp/agencycenter/memos/list.aspx>.

If you have any questions, please contact this office.