

Procurement Code

Who does it apply to?

- State Executive Branch agencies, Boards and Commissions
- Local Entities who adopt (in whole or part)

Types of Contracts Covered:

- Purchases of Materials and Supplies
- Personal, Professional, Consulting, and Social Services Contracts
- Procurement of other Services

What contracts are not covered:

- Public Works Contracts (Subject to Public Bid Law, [R.S. 38:2212](#))
- Architects, engineers, and landscape architects for executive branch agency capital projects over **\$1,000,000*** ([R.S. 38:2310, et seq.](#)) * **As amended by [Act 427 of the 2024 Regular Session](#), effective June 3, 2024.**
- Technology Purchases (Subject to Office of Technology Services oversight in [R.S. 39:196, et seq.](#))



Methods of Procurement:

- Existing State Contracts
- Sole Source
- RFP
- Sealed Bids
- Reverse Auctions
- Competitive Negotiations – Certain Professional Service Contracts and Consulting, Personal, or Social Services Contracts under \$50,000
- Small Purchases - Under \$25,000 – See Executive Order JML 24-114

General Requirements for Small Purchases:

| Amount of Purchase | Method |
|--|--|
| \$0-\$10,000 per single transaction (cannot split) | No competitive bidding required |
| >\$10,000 to \$20,000 | Quotes from 3 or more vendors by telephone, facsimile, or other means |
| >\$20,000 to \$25,000 | Obtain written quotes from at least 5 vendors, with at least two from bona fide, qualified vendors that are certified veteran owned small entrepreneurship |
| >\$25,000 | Advertise according to R.S. 39:1594(C)(1-5) |

