



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 \$500,000 (R.S. 38:2310, et seq.)
- 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 \$30,000 – See Executive Order JBE 20-21

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 \$30,000	If possible, use Office of State Procurement computerized vendor list; otherwise obtain written quotes from at least 5 vendors
>\$30,000	Advertise according to R.S. 39:1594(C)(1-5)