

Small Purchase Procedures

Executive Order JML 25-104 | Formatted reference guide | Official order dated September 16, 2025

REFERENCE GUIDE

This document reorganizes Executive Order JML 25-104 into the same layout used in NSU Purchasing guides. It is a reference aid and does not replace the signed Executive Order.

AT A GLANCE

- A small purchase generally means supplies or operating services not exceeding \$60,000, plus the items specifically identified in Section 5.
- Purchases not exceeding \$30,000 require no competitive process under the Order.
- Purchases over \$30,000 but not exceeding \$60,000 require quotations from three or more qualified vendors.
- Purchasing requirements may not be artificially divided to avoid competition or sealed bidding.

NOT COVERED BY THIS ORDER

- Items covered by an existing state contract.
- Professional, personal, consulting, and social service contracts.

LOUISIANA BUSINESSES

Louisiana businesses, especially certified small entrepreneurship's and certified veteran-owned small entrepreneurship's, should be used to the greatest extent possible when soliciting prices.

Minimum Small Purchase Procedures

These procedures apply unless another provision of the Order provides a different method.

Purchase amount	Minimum procedure
Not exceeding \$30,000	No competitive process required per single purchase transaction.
Over \$30,000 through \$60,000	Solicit price quotations from three or more bona fide, qualified vendors.
Section 5 item	Use the specific method stated for that category.

QUOTE METHODS

Quotations may be obtained by telephone, facsimile, email, printable electronic form, writing, or other means.

AWARD AND FILE DOCUMENTATION

- Award to the lowest responsive quotation unless that quotation is impracticable or unreasonable.
- List all vendors solicited and each vendor contact person.
- Summarize quotations received.
- Identify the successful vendor.
- Explain why any lower quotation was rejected.
- Retain written confirmation from the successful vendor.

Certified Small and Veteran-Owned Businesses

The Order includes participation and waiver provisions for certified businesses.

WHEN SOLICITING QUOTES

Whenever possible, at least one qualified vendor should be a certified small entrepreneurship or certified veteran-owned small entrepreneurship.

THREE-QUOTE WAIVER

When the price is determined reasonable, the three-quotation requirement may be waived for a purchase from a certified small entrepreneurship or certified veteran-owned small entrepreneurship.

REASONABLE PRICE

Reasonableness is a best-value determination based on price, delivery, service, and other related factors. The determination must be kept in the file.

LaPAC POSTING

The requirement to solicit at least one certified small entrepreneurship or certified veteran-owned small entrepreneurship is waived for procurements posted on LaPAC.

AUTHORIZED DEALER

An authorized dealer is specifically authorized by the manufacturer to sell or service its products. A Louisiana authorized dealer also meets the resident-business definition in R.S. 39:1556.

No Competitive Process Required - Categories 1-12

The following categories may be procured without the competitive process, subject to the stated conditions.

- OEM or authorized-dealer equipment repair parts; use a Louisiana authorized dealer when practicable. Does not apply to stocking parts.
- Equipment repairs from the OEM or authorized dealer; use a Louisiana authorized dealer when practicable.
- Vehicle repairs not covered by an applicable contract, obtained from an authorized dealer; use a Louisiana authorized dealer when practicable.
- Insured vehicle body repairs in accordance with insurance requirements.
- Livestock purchased at public auction or with approved purebred certification.
- Transactions between state budget units and other governmental agencies.
- Publications, electronic publications, subscriptions, web-based subscriptions, and copyrighted materials purchased directly from the publisher or copyright holder.
- Library or text-rental publications and copyrighted materials obtained through eligible subscription services or wholesale distributors.
- Public utilities and services.
- Eligible prosthetic, implantable, and physical-restoration devices not covered by state contract.
- Non-customized training, instructor fees, related resources except equipment, memberships, and accreditations.
- Eligible federally funded procurements for clients of blind and vocational rehabilitation programs.

No Competitive Process Required - Categories 13-24

Continue to apply every condition and dollar limit stated for the category.

- Conference, seminar, workshop, exhibit, and promotional participation costs with required agency approval when not covered by state contract.
- Telecommunications repair, add, move, or change costs not exceeding \$2,500.
- Working-class animals trained for specialized tasks.
- Teaching food, materials, and supplies not exceeding \$60,000 when purchasing, preparation, and service are part of the prescribed course.
- Renewal of termite service contracts.
- Specified Office of Aging and Adult Services purchases; obtain three quotes when practicable and include a certified vendor when possible.
- Retail clothing needed to individualize clients at state developmental centers under applicable federal regulations.
- Health insurance for Randolph-Sheppard program managers paid from the identified vending income.
- Merchandising resale purchases with written approval when competitive quotations are not practical or feasible.
- Commercial Internet Service not exceeding \$1,500 per subscription per year.
- Advertising when permitted by law and the agency head or designee certifies the specific media is required to reach the target audience.
- College or university scientific and laboratory supplies and equipment for research, not exceeding \$60,000 per transaction.

No Competitive Process Required - Categories 25-33

Final group of categories listed in Section 5(A).

- Publication of articles or manuscripts in professional scientific, research, or educational journals or media, and purchase of reprints.
- Livestock sperm and ova.
- Royalties and license fees for intellectual-property use rights.
- OEM or authorized-dealer equipment moves needed to preserve specifications, calibration, or warranty, not exceeding \$60,000 per transaction.
- Mailing lists.
- Art-exhibition rentals or loan agreements and related curatorial, transportation, and installation costs.
- Registered breeding stock with the required Agriculture and Forestry and LSU specialist approvals.
- Other livestock with required approvals, not exceeding \$1,500 per head.
- Parcel services, including identified express carriers, when not covered by a competitive state contract.

CATEGORY-SPECIFIC CONDITIONS

A category remains subject to every approval, funding, contract-availability, dollar-limit, and documentation condition stated in the Order.

SECTION 5(B)

Special Categories Requiring Quotes Above\$30,000

When a listed purchase exceeds the Section 4(A) limit, solicit at least three qualified-vendor quotations where feasible.

- Farm products and perishable foods when market conditions are unstable and sealed bidding is unsuitable.
- Food, materials, and supplies for specified isolated facilities or eligible juvenile detention and rehabilitation facilities.
- Convention and meeting facilities, including security; related food and lodging must follow PPM 49.
- Gasoline and fuel not covered by competitive state contract.
- Equipment for blind-operated facilities not covered by competitive state contract.
- Feed commodities.
- Seed commodities and related fertilizers, herbicides, insecticides, and fungicides when not covered by state contract.
- Eligible FAA-approved aircraft parts, repairs, inspections, and modifications with required approval.
- Air and bus charters under PPM 49.
- Labor and materials contracts not exceeding \$60,000; contractor licensing must match the scope of work.

CERTIFIED VENDOR PARTICIPATION

Whenever possible, include at least one certified small entrepreneurship or certified veteran-owned small entrepreneurship.

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Standard comparison points used across NSU Purchasing guides.

Dollar Threshold	No competition through \$30,000; three or more quotations over \$30,000 through \$60,000, unless a Section 5 category provides a different method.
Purchasing Authority	The Order does not change authority delegated by the chief procurement officer.
Department Responsibilities	Identify the correct purchase category and threshold; obtain required quotations and approvals; provide complete documentation; avoid artificial division.
Purchasing Responsibilities	Apply the Order, review category and threshold requirements, evaluate documentation, and maintain the procurement record.
Vendor Selection	Use the lowest responsive quotation unless impracticable or unreasonable. Use Louisiana and certified small or veteran-owned businesses to the greatest extent possible.
Record-keeping	Document vendors, contacts, quotes, successful vendor, reasons for rejecting lower quotes, and written confirmation from the successful vendor.
Restrictions and Compliance	State contracts and PPCS contracts are outside this Order. Purchases may not be artificially divided without a good-faith business basis to avoid competition or sealed bidding.

OFFICIAL STATUS

Executive Order JML 25-104 became effective upon signature on September 16, 2025 and remains effective until amended, modified, terminated, rescinded, or ended by operation of law.