

Non-Competitive Purchases

PO Type NC | Executive Order JML 25-104

AT A GLANCE

Specific purchase categories may proceed without competition

PO Type NC applies only when the item or service falls within an authorized non-competitive category. Purchasing issues the official Purchase Order to the vendor.

REQUIRED PROCUREMENT PROCESS

- Enter a Banner requisition.
- Include the quote, estimate, or invoice number in Document Text.
- Email a copy of the quote, estimate, or invoice to purchasing@nsula.edu for review and approval.
- Purchasing issues the official Purchase Order and emails it to the vendor.
- After delivery, the department completes online receiving.
- Send the original invoice or receipt to Business Affairs - Accounts Payable.

BEFORE USING PO TYPE NC

Non-competitive status is category-specific.

A purchase is not non-competitive merely because only one vendor was contacted or preferred.

Non-Competitive Categories

Section 5(A): No competitive process required

COMMON ELIGIBLE CATEGORIES

- Original equipment manufacturer or authorized-dealer repair parts and equipment repairs; Louisiana authorized dealer when practicable.
- Vehicle repairs from an authorized dealer when not covered by applicable contracts, and insured vehicle body repairs.
- Livestock at public auction or with approved purebred certification; livestock sperm and ova; approved registered breeding stock and other approved livestock within stated limits.
- Transactions between state budget units and governmental agencies.
- Publications, electronic publications, subscriptions, copyrighted materials, journal publication charges, reprints, royalties, and intellectual-property license fees.
- Public utilities and services; specified commercial internet subscriptions; advertising certified for targeted audiences; mailing lists; and eligible parcel services.

ADDITIONAL ELIGIBLE CATEGORIES

- Specified prosthetic, implantable, and physical-restoration devices.
- Eligible non-customized training, instructor fees, resources, memberships, and accreditations.
- Approved conference, seminar, workshop, exhibit, and promotional participation costs when conditions are met.
- Specified telecommunications repair/add/move/change costs not exceeding \$2,500.
- Working-class animals trained for special tasks.
- Teaching food, materials, and supplies not exceeding \$60,000 when preparation and service are part of the prescribed course.
- Scientific and laboratory supplies and equipment for college or university research not exceeding \$60,000 per transaction.
- Original-manufacturer or authorized-dealer equipment moves not exceeding \$60,000 per transaction.

Conditional Non-Competitive Categories

Section 5(B): Quotes required above the Section 4(A) limit

QUOTATION RULE

For the following categories, when the purchase exceeds the Section 4(A) limit, telephone, written, or facsimile quotations shall be solicited, where feasible, from at least three bona fide, qualified vendors.

Whenever possible, include a certified small entrepreneurship or certified veteran-owned small entrepreneurship.

CATEGORIES SUBJECT TO THIS QUOTE RULE

- Farm products and perishable foods when markets are unstable and sealed bidding is unsuitable.
 - Food, materials, and supplies for specified isolated operations or eligible juvenile facilities.
 - Convention and meeting facilities, including security when applicable; associated food or 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 and seed commodities and related fertilizers, herbicides, insecticides, and fungicides when not under contract.
 - Eligible FAA-approved aircraft parts, repairs, inspections, and modifications with required approval.
 - Air and bus charters under PPM 49.
 - Labor and material contracts not exceeding \$60,000, with contractor licensing matched to the scope of work.
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ARTIFICIAL DIVISION PROHIBITED

Without a good-faith business basis, a purchase may not be divided within a cost center or equivalent to avoid competition or sealed-bid requirements.

Non-Competitive Orders Quick Reference

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DOLLAR THRESHOLD

Thresholds vary by authorized category. Several categories in the Order include specific limits, including \$1,500, \$2,500, \$25,000, and \$60,000.

PURCHASING AUTHORITY

Purchasing reviews the supporting documentation, approves the non-competitive basis, and issues the official Purchase Order to the vendor.

DEPARTMENT RESPONSIBILITIES

Identify the authorized category; enter the requisition; include the document number; email the quote, estimate, or invoice; complete online receiving; follow any category-specific approvals and limits.

PURCHASING RESPONSIBILITIES

Review and approve the documentation and category basis; issue and email the official Purchase Order to the vendor.

RECEIVING AND DELIVERY

After delivery, the requesting department completes online receiving.

PAYMENT AND INVOICE ROUTING

Send the original invoice or receipt to Business Affairs - Accounts Payable for payment processing.

RESTRICTIONS AND COMPLIANCE

Use PO Type NC only for categories authorized by the Executive Order. Apply category-specific limits and quote requirements. Do not artificially divide purchases to avoid competition or sealed bidding.