

State Contracts

PO Type SC | Division of Administration, Office of State Procurement

AT A GLANCE

Term agreements available through LA-eCat

State Contracts cover listed materials, supplies, and equipment and do not require competitive bidding. Purchasing issues the Purchase Order to the vendor.

WHEN TO USE A STATE CONTRACT

- The item is not available from the University Warehouse.
- The item is not available from the University Print Shop.
- The item corresponds to an item listed in the state contract catalog.

LaPS PURCHASES OVER \$25,000

LAC 34:1709 PROCESS APPLIES

For purchases over \$25,000 using Louisiana Pricing Schedules (LaPS), including brand-name, LaMAS, or multi-state contracts, a best-value solicitation is required when similar items are offered on multiple LaPS contracts.

PURCHASE ORDER

Purchasing issues the official Purchase Order to the selected vendor.

LaPS Request for Responses

Best-value solicitation for applicable purchases over \$25,000

CREATE AND ISSUE THE RFR

- Prepare a performance-based statement of work covering scope, location, period, deliverables, standards, acceptance criteria, special requirements, and generic product descriptions.
- Request vendor project plans and experience when applicable.
- Request price quotes and state that pricing may not exceed contract rates.
- Identify best-value criteria such as lifespan, environmental or energy performance, technical qualifications, delivery, warranty, maintenance, administrative overhead, compatibility, and user familiarity.
- Issue the RFR to at least three LaPS contract holders offering equivalent products or services.

EVALUATE RESPONSES AND AWARD

- Award to the best-value responsive and responsible vendor.
- When prices are equal, give preference to certified small entrepreneurship or emerging businesses.
- Document the vendor evaluation, selection rationale, and final cost.
- Do not artificially split orders to avoid LaPS thresholds.
- The process does not change IT-10 submission or IT budget requirements for state-level IT procurements.

PURCHASE FILE RECORDKEEPING

- RFR documents.
- List of vendors solicited.
- Submitted responses.
- Evaluation summary and scoring.
- Rationale for the selected vendor.
- Copy of the resulting Purchase Order.

State Contract Quick Reference

PO Type SC | State Contract / LaPS

DOLLAR THRESHOLD

State Contract purchases follow the applicable contract. For LaPS purchases over \$25,000, use the best-value RFR process when equivalent items are offered on multiple LaPS contracts.

PURCHASING AUTHORITY

Purchasing issues the official Purchase Order to the selected vendor.

DEPARTMENT RESPONSIBILITIES

Confirm the item is unavailable from the University Warehouse or Print Shop and is listed in the catalog. For applicable LaPS purchases, prepare the statement of work, criteria, and RFR documentation; support evaluation and recordkeeping.

PURCHASING RESPONSIBILITIES

Review State Contract and LaPS documentation, support the procurement process, and issue the official Purchase Order to the selected vendor.

RECEIVING AND DELIVERY

Complete receiving in accordance with the resulting Purchase Order and delivery of the contracted items.

PAYMENT AND INVOICE ROUTING

Process payment against the resulting Purchase Order and maintain the purchase-file documentation identified in the guide.

RESTRICTIONS AND COMPLIANCE

Do not use a State Contract when the item is available from the University Warehouse or Print Shop. Do not artificially split LaPS orders to avoid the \$25,000 process. Maintain the complete evaluation and selection record.
