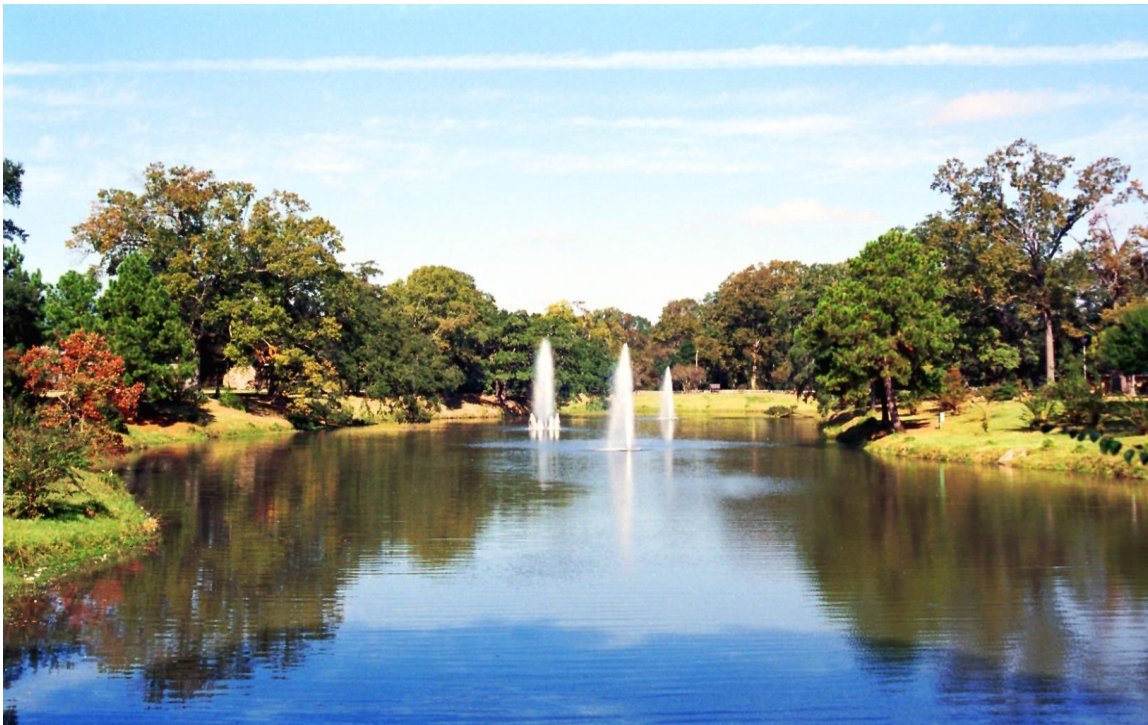


*SOUTHERN UNIVERSITY AND A&M COLLEGE*  
*Baton Rouge Campus*  
*Purchasing Department*



*Lake Kernan Southern University Baton Rouge Campus*

**GENERAL GUIDELINES MANUAL**

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**SOUTHERN UNIVERSITY AND A&M COLLEGE**  
**PURCHASING DEPARTMENT**  
*P. O. BOX 9534*  
*BATON ROUGE, LOUISIANA 70813*  
*TELEPHONE (225) 771-4580*  
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***PURCHASING DEPARTMENT CONTACTS & GENERAL RESPONSIBILITIES***

**Linda A. Antoine** - Director of Purchasing [linda\\_antoine@subr.edu](mailto:linda_antoine@subr.edu)  
Responsible for Procurement for entities on the SUBR Campus; the Southern University System Office, Baton Rouge Campus, Ag. Center, Campus-Wide Proposals for All Campuses

**Mary Jane Spruel** – Assistant Director  
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General Office Manager; Assist the Director; Audit Purchase Requisitions; Request for Proposals; Request for Bids and Purchase Orders; Purchase Order Changes; Banner Input

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Professional Services Contracts; Special Projects; Request for Proposals (RFP); Protest Hearings; Office of Contractual Review Coordinator

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State Contracts and Reports; Request for Quotations; Purchase Orders; Professional Services Contract Purchase Orders; Purchase Order Changes; Banner Input

**Lola Johnson**-Procurement Specialists [lola\\_johnson@subr.edu](mailto:lola_johnson@subr.edu)  
Request for Quotations; Purchase Orders; Travel, Food Service (Aramark), Insurance Claims; Capital Outlay; Purchase Order Changes; Banner Input

**Sharla Scott**-Administrative Coordinator [sharla\\_scott@subr.edu](mailto:sharla_scott@subr.edu)  
Front desk coordinator; input and track all incoming documents  
Assist where needed.

## **INTRODUCTION**

The Purchasing Department is under the authority of the Chancellor's Office and is a division of Finance and Administration.

The mission of the Southern University Purchasing Department is to develop and implement sound procurement practices in accordance with executive policies and legislative mandates and to provide quality and timely services to the Southern University Board and System, Baton Rouge Campus, Agricultural Research & Extension Center (Ag Center) and assist the Law Center, which is inclusive of the Faculty, Staff, and Students and the Vendor Community. The basic policy is to obtain all supplies, equipment and services at the lowest cost to the University consistent with quantity, quality and availability at the time of purchase.

In keeping with our mission, we prepared this general guideline manual to assist in preparing and processing purchasing documents in accordance with the Louisiana Office of State Procurement and University guidelines. The information in this manual is no way all-inclusive of state guidelines and procedures.

The information contained in this manual is subjected to change and the changes are based on the State of Louisiana Revised Statutes and Legislative mandates. Information may be amended by the Director of Purchasing to ensure compliance with all governing procurement directives, policies, rules, regulations and statutes.

The Southern University Purchasing Department Staff is available to assist with any purchasing questions or clarifications.

## **OVERVIEW**

The Southern University and A&M College System supports sustaining and promoting a procurement environment based on the understanding that departments and schools are in the best position to determine what they need to run their programs. Policies, procedures, and processes are meant to support the need to get goods and services in a timely and cost-effective manner, while also making sure appropriate business processes are followed.

The purchase of goods and services will be conducted in a manner that provides open and free competition and will adhere to competitive procurement practices. Purchases shall be administered in compliance with all applicable federal, state, and local laws, statutes, and regulations; The Campus procurement policies, procedures, and guidelines.

The Chancellor is responsible for developing, implementing, and enforcing operating procedures in support of this policy. Only authorized personnel may execute a purchase commitment on behalf of the System/Campuses. Procurement procedures on each campus shall be revised and supplemented as required to meet new needs, conditions, and requirements.

The Purchasing Departments on each campus are under the direct supervision of the Division of Finance and Administration. The Purchasing Department located at the Baton Rouge Campus land mass is responsible for the purchasing functions of the System, Baton Rouge Campus, and the Agricultural Research and Extension Center. The Purchasing Departments located at Law Center, New Orleans and Shreveport Campuses are responsible for the purchasing functions of their respective campuses.

The mission of the Purchasing Departments is to implement sound procurement practices in accordance with executive policy and legislative mandates, and to provide quality and timely services to the System/Campus and vendor communities.

The information contained in this policy is subject to change based on the State of Louisiana Revised Statutes and Legislative mandates. Updates to the policy may be amended at the request of the Directors of Purchasing and approved by the Chief Finance Officers of the System/Campuses to ensure compliance with all procurement directives, policies, rules, regulations and statutes.

Each campus' internal procedures should complement these guidelines and may be more stringent or require additional details and approval(s) based on the operating procedures of the respective campus.

#### **ORGANIZATIONAL RESPONSIBILITIES**

The Purchasing Departments is the single point of contact for all procurement activities. The Purchasing Directors are responsible for establishing guidelines and setting the overall strategy regarding how purchases and payments should be made.

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Rouge Campus, and the Agricultural Research and Extension Center. The Purchasing Departments located at Law Center, New Orleans and Shreveport Campuses are responsible for the purchasing functions of their respective campuses.

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The information contained in this policy is subject to change based on the State of Louisiana Revised Statutes and Legislative mandates. Updates to the policy may be amended at the request of the Director of Purchasing and approved by the Chief Finance Officers of the System/Campuses to ensure compliance with all procurement directives, policies, rules, regulations and statutes.

### **POLICY STATEMENT**

Considerable authority has been delegated to departments and schools to make purchasing decisions. This requires that employees involved at every step of the process take full responsibility for understanding Campus policies and procedures regarding purchasing, payment, and vendor relations. Purchasing decisions are business decisions made on behalf of the University and therefore should be made with the utmost consideration for what is in the best interest of the University. Purchases also need to be made in the most efficient and cost-effective manner. Following policy and procedures ensures that appropriate business processes occur when dealing with outside vendors. This policy is meant to provide guidance to end users making purchases on behalf of Southern University.

### **PURPOSE**

This policy has been prepared to communicate policies and procedures to personnel involved in the procurement function. Effective administration of the Procurement function is essential to the Southern University System/Campus community in order to:

- Provide for the purchase of goods, materials, and services in a timely manner, at a competitive price, of proper quality and consistent with the needs of the System/Campus community;
- **To assure purchases are made in accordance with applicable federal, state, and local laws, regulations, codes, and ordinances;**
- To assure prudent stewardship and accountability of System/Campus resources; and

- To assure the best value is consistently obtained given the University limited resources.

### **SCOPE**

This policy applies to all aspects of the purchasing function throughout Southern University. This policy applies to all persons and employees who have the authority to acquire goods and/or services on behalf of the University.

### **WHO NEEDS TO KNOW THIS POLICY**

All employees involved in making purchasing decisions or approving purchases on behalf Southern University (departments and schools).

### **AUTHORITY AND RESPONSIBILITY**

The authority for the promulgation and enforcement of this policy is vested in the Southern University Board of Supervisors by the Louisiana State Constitution Article VIII, Section 7 (A) which states:

***A. Creation.** Article VIII, Section 7 of the 1974 Constitution of the State of Louisiana authorizes the creation of the Southern University Board of Supervisors as a body corporate.*

***B. Powers.** Subject to powers vested in the Board of Regents by Article VIII, Section 5 of the 1974 Constitution of the State of Louisiana, the Board of Supervisors shall supervise and manage the Southern University System and its several components including the statewide agricultural programs and other programs administered through its System.*

*Further, The Southern University Board of Supervisors in its By-Laws, Article VII, Rights, Duties and Responsibilities of Principal Administrative Officers of the University System, Section 2, states: President of the System, D.3, "The President shall develop a sound fiscal management system; ...," and in Section The Chancellor shall be responsible to the President for the management of the financial affairs of his campus."*

Pursuant to the above, authority for the promulgation and enforcement of this policy vest with the President who has delegated the responsibility to the Campus Chancellors through the Vice Chancellors for Finance and Administration/Chief Finance Officers, and the Directors of Purchasing.



## **SEGREGATION OF DUTIES**

To maintain effective internal control, the delegation of authority and segregation of duties across the various procurement functions should prevent any one person from controlling an entire purchasing transaction. Duties and responsibilities for major functions within the procurement cycle must be segregated.

Segregation of duties and responsibilities in the purchasing process provides proper internal controls. As the dollar value and complexity of a purchase increases, so does the level of authority and responsibility required to obligate the System/Campus for a purchase.

## **DEFINITIONS**

**Bid** -- The executed document submitted by a Bidder in response to an Invitation for Bids, a Request for Quotation or a multi-step bidding procedure.

**Bidding, Competitive** -- The submission of prices by individuals or firms competing for a contract, privilege, or right to supply merchandise or services.

**Change Order** -- A written order directing the contractor to alter, deviate, add or delete to a preexisting purchase order or contract.

**Competition** -- The process by which two or more vendors vie (*compete*) to secure the business of a purchaser by offering the most favorable terms as to price, quality, delivery and/or service.

**Contract**-- An agreement between two or more parties (supplier and System/Campuses) that sets out what will be delivered at what cost. This may be a System/Campus Purchase Order, a System/Campus template contract, a System/Campus Contractor/Consultant agreement or other form of contract. It includes awards and notices of award, leases, letter contracts, and purchase orders.

**Departmental Invoice** -- An internal document by which a using department or agency requests the purchasing department to initiate a procurement and pre-commit budget resources.

**Emergency Purchase** -- A purchase made without following normal purchasing procedures in order to obtain goods or services to meet an urgent or unexpected requirement where health and public safety or the conservation of public resources is at risk.

**Equipment** -- Items that are tangible non-consumable property, as distinguished from supplies. For purposes of expensing, tangible non-consumable and theft sensitive items valued at \$1,000 or above.

**Invitation to Bid** (ITB) -- (1) The solicitation document used for competitive sealed bidding, the customary method used by state and local governments for the purchase of equipment, materials, supplies, and construction. (2) All documents, whether attached or incorporated by reference, utilized for soliciting bids.

**Major Repairs** -- Those repairs made to movable or immovable equipment with the purpose of fixing the item to an operational status.

**Procurement/Purchasing** -- All activities involved in the acquisition of goods and/or services either outright or by lease, this includes the process of acquiring goods and services by: (a) identifying the need to purchase goods and services; (b) selecting suppliers for goods and services; (c) contracting for goods and services; and (d) managing the contracts and suppliers.

**Proposal** -- The executed document submitted by an offeror in response to a Request for Proposal.

**Public Bid Opening** -- The process of opening and reading bids, conducted at the time and place specified in the Invitation for Bids and/or the advertisement, and in the presence of anyone who wishes to attend.

**Quotation** -- A statement of price, terms of sale, and description of goods or services offered by a prospective seller to a prospective purchaser, usually for purchases below the amount requiring formal bidding.

**Request for Proposal (RFP)** -- A request for proposal (RFP) is a document that the System/Campuses use to solicit proposals from

potential vendors (often made through a bidding process), for procurement of a commodity, service or valuable asset. The RFP specifies the requirements the System/Campuses are looking for and establishes evaluation criteria for assessing the submitted proposals.

**Requisition** -- An internal document by which a using department or agency requests the purchasing department to initiate a procurement and pre-commit budget resources.

**Sealed Bid** -- A bid which has been submitted in a sealed envelope to prevent its contents being revealed or known before the deadline for the submission of all bids; usually required by law or rule on major procurements to enhance fair competition.

**Services** -- The furnishing of labor, time, or effort by a contractor, not involving the delivery of a specific end product other than reports which are merely incidental to the required performance.

**Sole Source Procurement** -- An award for a commodity or service to the only known capable supplier, occasioned by the unique nature of the requirements, the supplier, or market conditions.

**Solicitation** -- The process of notifying prospective bidders or offerors that the System/Campuses desire to receive bids for furnishing goods and services. The process may consist of public advertising, mailing Invitations for Bids, posting notices, and telephone or facsimile messages to prospective bidders.

**Specification** -- A description of what the purchase seeks to buy, and consequently, what a bidder must be responsive to in order to be considered for award of a contract.

**Supplies** -- Items that are consumed or expended in the course of being used, as distinguished from equipment.

## **ETHICS STATEMENT**

All public purchasers are required to adhere to the ethical standards for public servants. Care must be exercised to avoid impropriety. (Revised Statue R.S. 42:1101-1170)

## **TAXES**

Southern University, as an agency of the State of Louisiana, is presently exempt from the payment of taxes except those spelled out in travel guidelines. Southern University Tax Exempt Number is 35774. Tax Form is available to vendor upon request.

## **PROCUREMENT STATUTES**

As a state institution, the System/Campuses shall comply with statutes governing procurement enacted by the Louisiana Legislative Body. All employees involved in the procurement process must be knowledgeable of State statutes governing the procurement cycle, inclusive (but not limited to) some of the primary State statutes listed below:

**RS 38:2211 - 2296 Public Contracts RS 39:1481 - 1526 Professional Services (handled by OSP, Professional Contracts) RS 39:196 - 200 Data Processing RS 39:1527 - 1546 Insurance RS 39:1551 - 1736 Louisiana Procurement Code RS 39:1695 Late Payments RS 39:1761 Lease/Purchase**

**RS 42:1101 - 1170 Code of Ethics**

**RS 43:1 - 34 Printing**

**RS 43:111 - 211 Advertisements**

**RS 44:1 - 41 Public Records**

**44 CFR 13.36**

*A quick reference guide for Statutes and/or Revised Statutes (R.S.) can be located on the Office of State Purchasing Website at [www.doa.louisiana.gov/osp](http://www.doa.louisiana.gov/osp).*

This Section Describes Procedures for the Procurement of  
Goods and Services

**Purchases Require a Purchase Order in Advance**

**Other than the purchasing procedures for emergency purchases and purchases made with the LaCarte procurement card, it is against University policy to make purchases in the name of the University without a purchase order.**

Board of Supervisors policy states:

“Any employee or group of employees of the Southern University System who incur obligations in the name of Southern University or any agency thereof without following the proper and established University procedures and policies shall be personally responsible for the obligations incurred.”

“The University will not pay any obligations incurred by a student, student organization, or any other person or organization which does not conform to the policies and procedures of the University.”

**A letter of justification shall be sent with documents.**

*It is important to note that violation of purchasing guidelines can have a detrimental effect on the creditworthiness of the University.*

### **Vendor Selection**

Vendors may request to be added to the Southern University Purchasing Department Bidder's list. Vendors are required to send a W9 Form, register with the Secretary of State Office and/or Register with location of business, complete the S. U. General Conditions Form.

Vendors may also register with the State of Louisiana to eventually do business with Southern University. Vendors may request to be added on State Contract through State Purchasing that will allow items on state contract to be sold to Southern University. No competitive prices are required for state contract purchases. Prices are initially obtained by State Purchasing, this eliminates the taking of bids or quotations or both, effecting considerate savings in time and money.

Vendors may register with Louisiana Economic Development at [www.LED.Louisiana.gov](http://www.LED.Louisiana.gov) with the Small & Emerging Business Development Program (Hudson and Veteran Initiative Programs). This initiative provides additional opportunities for certified Louisiana based small entrepreneurs to participate in contracting and procurement with the State of Louisiana.

Vendors are also selected from State Purchasing bidder's list through the bid process when bids are posted on the state web site LAPAC (LA Procurement and Contract Network)

## **General Procurement Guidelines**

1. Purchases up to \$10,000.00 require one (1) written quotation
2. Purchases over \$10,000.00 and up to \$15,000.00 require three (3) written quotations
3. Purchases over \$15,000.00 and up to \$29,999.99 require five (5) written quotations
4. Purchases \$30,000.00 or more require a sealed Bid to be sent to at least five (5) vendors. The advertisement is placed in newspaper, if construction project the bid is advertised up to three (3) times per seven (7) days, if not an emergency. Bids are also sent to at least five (5) vendors. If construction project is over \$50,000.00 bidder shall place license number on outside of bid envelope.

*If the number of quotes cannot be obtained as required, a letter of explanation is required.*

**Purchases from Student Fees:** *An opinion from the Attorney General stated that if student fees are used, competitive prices or additional quotes are not required. However, it is in the best interest of the Student Organizations to obtain more than one (1) quote, when time permits. The Purchasing Department will determine if competitive prices should be obtained.*

### **Additional Requirements:**

#### **No competitive process is required for the following:**

1. Repair parts and equipment from Louisiana authorized dealer
2. Vehicle repairs-authorized dealer
3. Livestock procured at public auction
4. Purchasing and selling transactions between state units
5. Publications or copy righted materials from publisher or copyright holder
6. Public utilities from local governments
7. Prosthetic and implantable devices for physical restoration
8. Educational training, instructor fees
9. Procurements for clients of blind and vocational rehabilitation programs
10. Fees for exhibit booths
11. Working class animals
12. Food, materials for training not to exceed \$30,000
13. Shipping charges and associated overseas
14. Advertising required to reach targeted audiences
15. Renewal of termite service contracts
16. Livestock sperm and ova
17. Royalties and license fees

### **Additional Non-Competitive Bidding:**

Advertising, Books, Booth Rental & Exhibitor Fees, Bus Charters (if purchased through state-contracted travel agency), Cell Phones (state contract only), Equipment Repairs, Parts from Authorized Dealer, Livestock (purchased at public auction), Memberships, Subscriptions, Parcel/Courier Services, Shipping Charges, Postage Meter Replenishment, Publication Fees, Advertising, Purchases from other State Agencies, Registration Fees, License Fees, Scientific, Utilities (public utilities), State Contract Purchases.

### **BIDS**

Bids are advertised in local State Journal Newspaper (The Advocate) and online through the State of Louisiana Purchasing Network Service (LaPAC). Bids results are also posted on LaPAC- <http://www.state.la.us/osp.htm>

Once the bid is open, the requesting Department reviews bid package to ensure that bidder is bidding as specified. Purchasing Department prepares "Intent to Award" letter to responsive bidder. If no protest hearing is requested from other bidders within 14 days, the responsive bidder is issued a contract. The vendor sends the Signed Contract along with Performance & Payment Bond (if applicable), Insurance Certificate and any other procurement documents to the Purchasing Department. The Contracts are signed by President and Chancellor. A "Notice to Proceed", copy of the Contract and Purchase Orders are sent to the vendor. Once the job is completed SUBR issues a "Notice by Owner of Acceptance of Work. The owner (vendor) files form with the EBR Clerk of Court. If no liens are issued to vendor within 45 days, the Clerk issues a "Clean Lien Certificate. The vendor sends a copy of the lien to the Purchasing Department to allow remaining 10% payment to vendor. Vendor is allowed up to 90% payment until clean lien is received.

### **Public Works Contracts less than \$250,000.00**

There are no statutes governing *public work* contracts that are less than threshold.

"**Public Work**" means the erection, construction, alteration, improvement, or repair of any public facility or immovable property owned, used, or leased by a public entity. Public work includes labor and materials. (See R.S. 38:2212 A).

**Note: (Public Work Contracts): The Southern University Purchasing Department (if approved by the Director of Purchasing) will allow three (3) bids for projects not to exceed \$250,000.00 depending on the urgency of the project. If time does not permit for 3 quotes, the Director of Purchasing will accept one (1) quote. The contract limit shall be equal to \$250,000 per project including labor, materials, and equipment. Contracts cannot be broken down or purchase requisitions cannot be split as to avoid the Public Bid Law. However, only one (1) quote is required per LA RS 38:2212.**



**When applicable, if time permits contracts are processed, if not, an affidavit is issued to the Contractor attesting that all suppliers and sub-contractors have been paid. The final payment (10%), will be issued to the Contractor after receiving the affidavit.**

**Note: The threshold/limit for supplies is \$30,000.**

**EMERGENCY BIDS (if time permits)**

Emergency bids over the threshold are at least advertised one (1) time in The Advocate, if time permits.

**FEMA (Federal Emergency Management Agency) Funding**

Statute 44 CFR 13.36 methods of procurement:

Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the simplified acquisition threshold fixed at 41 U.S.C. 403(11) (**currently set at \$250,000**). If small purchase procedures are used, price or rate quotations shall be obtained from an adequate number of qualified sources.

### **Request for Proposal (RFP)**

Used when seeking a solution to a definitive problem, for highly technical equipment, complex services or contracting with a group purchasing organization. Award is made to the responsible bidder whose proposal is the responsive and advantageous to the state with consideration to cost as well as other evaluation criteria. All RFP's must be sent to the Purchasing Department to be forwarded to the Louisiana Office of State Purchasing. A complete RFP guideline manual may be copied from the Office of State Purchasing website.

### **Software Purchases**

If software only, one (1) written quote is required up to \$150,000.00 or over if approved through bid process or state contract

- ▶ If over that amount, approval is required from Louisiana State Offices of Information Technology and Contractual Review
- ▶ IT-10 Form from the State Office of Technology is required

### **Hardware Purchases (non-state contract)**

If over \$225,000.00, approval is required from Louisiana Offices of Information Technology and Contractual Review

- ▶ IT-10 Form from the Office of Technology is required
- ▶ Additional information listed on Louisiana State Office of Technology Website: <http://www.state.la.us/osp.htm>

***Note: Effective immediately all IT purchases; Computer Hardware, Software and other related purchases are approved by the Vice President of Technology and Information before the purchase order is processed.***

### **State Contracts Purchases**

No competitive prices are required for state contract purchases. Statewide contracts are developed to group the needs of several agencies, to standardize, to combine usage for lower prices, and to ease the purchase process of commonly used items. Prices are obtained by the Office of State Purchasing, this eliminates the taking of bids or quotations or both, effecting considerable savings in time and money.

Wire and Cable Services on state contract require prior approval by the S.U. Technology Department and the Louisiana Office of Telecommunication (OTM). OTM sends an approved contract imprinted with a state seal and the OTM logo. The Purchasing Department sends the purchase order to OTM; after approval **OTM** sends the purchase order to the vendor. Work performed on orders not in compliance will constitute a contract violation and vendor shall receive a recommendation for non-payment.

**Please contact the Office of Technology and Network Services for additional information.**

*Additional state contract information is listed on the Louisiana State Contract Website:  
[www.doa.state.la.us/osp/osp.htm](http://www.doa.state.la.us/osp/osp.htm)*

## **CELL PHONES/WIRELESS HOTSPOTS PURCHASES**

Cell phones, MiFi Hot Spot or MiFi Hot Spot services require prior approval of the President-Chancellor. Before the Purchasing Department can process a purchase requisition for referenced procurements, a letter of justification along with the purchase requisition must be sent to the Telecom Manager, currently, Mrs. Linda Roberson, with an approval line for the President-Chancellor. If approved, the documents will be forwarded to the Purchasing Department for further processing. A copy of the purchase order will be sent to the Vendor, Requestor and Telecom Manager.

The letter and purchase requisition must include the name of the department, cost of device per month, cost of service fees, written quote from vendor, complete budget number, and appropriate signatures. Address letter to President-Chancellor, 4<sup>th</sup> Floor, J. S. Clark Administration Bldg., Baton Rouge Campus.

Mrs. Roberson's contact information is listed below:

Linda Roberson, Travel Manager, LaCarte/Travel Card

Program Administrator/Office of the Vice Chancellor for Finance & Administration

J. S. Clark Admin. Bldg., 3<sup>rd</sup> Floor, Suite 326

Baton Rouge, LA 70813

Office: (225) 771-4585 FAX: (225) 771-2404

Email: linda\_roberson@subr.edu

## **Emergency Purchases**

An emergency condition is a situation which creates a threat to public health, welfare, safety, or public property that may arise by reason of floods, epidemics, riots, equipment failures or such other reasons as may be proclaimed by the chief procurement officer. The existence of such conditions creates an immediate and serious need for supplies, services, or major repairs that cannot be met through normal procurement methods and the lack of which would seriously threaten the function of Louisiana government; the preservation or protection of property; and the health or safety of any person.

If an emergency occurs, if possible, three (3) vendors should be contacted to request a quotation, if the amount is over \$10,000.00. One (1) quotation is required, if the amount is \$10,000.00 or less. **See Public Works Procurements.**

### **Contact the Purchasing Department for prior approval, if time permits**

If time does not permit, contact one (1) vendor, send letter of justification/explanation to the Purchasing Department along with purchase requisition and quotation. A letter is required with all emergency purchases.

Emergency documents need to be submitted to the Purchasing Department the next business day.

**Emergency purchases are set-aside by the Purchasing Department for Facilities Planning, Physical Plant Department, Residential Housing Department, Mayberry & Dunn Hall Cafeterias, Campus Police, and the Committee for Emergency Awareness.**

- If you have an emergency in your building, contact the Physical Plant Department.

**If time permits contracts are processed, if not, an affidavit is issued to the Contractor attesting that all suppliers and sub-contractors have been paid. The final payment (10%), will be issued to the Contractor after receiving the affidavit. This section may change if approved by Director of Purchasing.**

**Note: Poor planning does not justify emergency purchases**

### **Sole Source Purchases**

Sole source procurement is permissible only if a requirement is available from a single supplier. This means the supply is sold only by a single supplier which is usually the manufacturer.

- Sole Source Form needs to be filled out by potential vendor and requestor
- A written quotation is required and letter from the vendor stating company is sole provider
- Vendor shall give a discount
- A letter from requestor/department stating purpose for equipment/supply, and that the item cannot be purchase from any other vendors, search internet for other vendors
- If no other vendors available, statement shall be placed in letter

No competitive bidding required if determined by “Sole Source Form” and Chief Procurement Officer that vendor qualifies as a “sole” provider for merchandise

### **Authorized Dealer Purchases**

The Louisiana Procurement Code requires that maximum competitive bids shall be obtained (where the cost exceeds **\$10,000.00**) in accordance with R.S. 39:1655. An exception to minimum competitive requirements for authorized dealer purchases. ☐ An “Authorized Dealer Certification Form” must be completed by authorized vendors for **repairs and/or parts**

☐ The form is used for services over **\$10,000.00**; when using one (1) vendor

Examples of authorized vendors for repairs and parts are: Office machines, automobiles, scientific equipment, elevators, boilers, heating/air conditioners, appliances, etc.

### **Vehicle Purchases (New)**

A letter of explanation is required to purchase vehicles which should include the type of purchase, the purpose for the vehicle, the number of drivers per year, and the estimated mileage per year. A vehicle must be traded before adding to the fleet. If a vehicle is not available, it must be justified in writing and approved by the Office of State Purchasing.

### **Other Requirements:**

- Alternative Fuel Vehicle Purchase Information Form
- Transfer Trade-in Form
- Transfer trade-in form must be picked up from Southern University Motor Pool Department
- All forms are sent to the Office of State Purchasing for approval.

If approved, State Procurement sends a State Purchase Order to the Purchasing Department. After check is processed from a University Purchase Order for the vehicle, the original check is mailed to the vendor, a copy of the check is taken to State Property and the vehicle is picked-up from by the Southern University Motor Pool Department.

### **Vehicle Purchases (Pre-Owned)**

Pre-owned (used) vehicles must be purchased from the Louisiana Property Assistance Department or Federal Surplus, *only*. A vehicle must be traded before adding to the fleet. If a vehicle is not available, it must be justified in writing and approved by the Office of State Purchasing.

### **Used Equipment Purchases**

- Buying used equipment may result in savings to the University. A letter is sent to the Purchasing Department to request the purchase of used equipment.

Letter should include:

- the price for which the used equipment may be obtained
- plan for maintenance and repair of the equipment, if applicable
- savings that will accrue to the State/University
- written quotation from the vendor
- purchase order is processed, if approved by the Chief Procurement Officer

### **Scientific Purchases**

Scientific supplies and/or equipment purchases up to \$30,000.00 require one (1) written quotation. Split purchases are not allowed and will not be honored by the Purchasing Department

### **Teaching and Course Training**

Food, materials, and supplies per course training not exceeding \$30,000.00, where the purchasing, preparing, and serving of food are part of the regularly prescribed course. One (1) written quote is required.

### **Livestock**

The Commissioner of Agriculture and Forestry has approved livestock, whose purchase price and quality, provided that the cost per head does not exceed \$1,500. One (1) written quote is required.

Livestock procured at public auction or from an individual dealer. A Louisiana authorized dealer shall be used, if practicable.

### **Livestock Feed**

Livestock feed commodities, including but not limited to soybean meal, cottonseed meal, and oats not exceeding \$30,000. One (1) written quote is required.

### **Advertising**

Advertising, permitted by law and the head of an agency or designee certifies that specific media is required to reach targeted audiences. One (1) written quote along with a letter of explanation is required.

### **State Surplus Purchases**

Buying surplus equipment from Louisiana Property Assistance Agency (LPAA) may result in savings to the University. The surplus items are located at 1059 Brickyard Lane, Baton Rouge.

- Call (225) 342-6849 to visit site for availability of items
- Request a written quotation from LPAA, once items are selected
- Send quotation, purchase requisition and responsibility form (pre-payment required) to the Purchasing Department to process purchase order

### **Trade-In of Used Equipment Purchases**

Equipment may be used as a trade-in, if solicitation includes trade-in of an existing piece of equipment. A letter is written to the Purchasing Department requesting to trade-in equipment.

- Letter should include:
- equipment to be traded; the cost and the Southern University equipment tag number
- copy of letter is sent to the Southern University Office of Property Management
- quotations are received, all documents are sent to the Louisiana Office of State Property for approval

- final approval is received from S.U. Office of Property before processing the purchase order

Contact the Southern University Office of Property Management for additional information at 771-3100 or 771-5066.

### **Campus Dining Purchases**

**The University currently has a food service contract with Aramark.** To request food services or catering, the end user must obtain a written quote or event sheet from Aramark and submit the document along with a purchase requisition to the Purchasing Department. A purchase order is issued to Aramark.

**Note: An approved purchase order is required before services are provided.**

### **Off Campus Catering Purchases**

Off campus catering is allowed if Aramark cannot provide the service or if the University event is held off campus.

- If Aramark cannot provide the on-campus service, Aramark will send a letter to the requestor. The following documents are required to process a purchase order:
- Letter from Aramark, Purchase Requisition, Vendor's Quotation, Special Meals Form and Participants' List.
- If the event is held off campus, the following documents are required to process a purchase order:
- Purchase Requisition, Vendor's Quotation, Special Meals Form and Participants' List.
- Liability Insurance Required

*Note: A letter of justification is required if the participants' list is not available. However, the list must be sent to the Purchasing Department the next business day, after the event.*

### **Bookstore Purchases**

**The University currently has a contract with Follett Bookstore.**

- A written quotation is required to request supplies. The quotation along with a purchase requisition must be submitted to the Purchasing Department.
- Purchase requisitions for student book stipends must be approved by the Office of Student Financial Aid before submitting documents to the Purchasing Department.

A purchase order must be processed before receiving merchandise.

### **Maintenance Agreements Purchases**

Maintenance agreements for hardware, software, office equipment and small appliances may be renewed by sending the renewal form and/or renewal invoice along with the purchase requisition to the Purchasing Department

Maintenance agreements for services initially purchased through the bid and/or quotation process for the Physical Plant, Buildings, Grounds and Residential Housing Departments will be handled through the normal renewal process. These services include renewals on boilers, air conditioners, elevators, water treatment, pest control, dust mops, mats, etc.

### **Personal Funds Purchases**

Employees are authorized to spend personal funds not to exceed \$5,000.00 for supplies and/or services. Purchases must be approved in advance by Department Head. Amount over \$5,000.00 shall be approved by Purchasing.

### **PURCHASES ON DEPARTMENTAL INVOICES**

The following disbursements can be paid on departmental invoice: membership dues, subscriptions, licenses, registration, accreditation fees, recruitment fees, insurance fees, guarantees, lawsuit settlements, job advertisements, stipends, mailroom meter postage, payments made to other state agencies, approved advancements, and reimbursement of personal funds (See requirements under "Personal Funds Purchases"). Invoices, renewal invoices, receipts, registration forms, participants' list and other approved documentation should accompany the departmental invoice. The departmental invoice and all supporting documentation (except for travel reimbursements) must be transmitted to the Purchasing Department.

**Regardless of the amount, no type of equipment, computers or iPads may be purchased with personal funds, unless approved in advance by the Director of Purchasing.** Computers should be purchased on purchase orders along with the Lojack Tracking Software.

- This privilege is usually allowed for items not anticipated that may be needed to complete a project, etc.
- This privilege is not to be abused; such as spending \$5,000.00 daily and/or weekly to avoid following purchasing guidelines



- Re-imbursements are done on Departmental Invoices with attached vendor's receipt and proof of purchase/charges from bank account, sent to the Purchasing Department for approval; then to the Comptroller's Office for approval to process reimbursement check.

### **Employee Purchase Program**

When a vendor offers an Employee Purchase Program (EPP), it is posted on the State website-<http://doa.louisiana.gov/osp/epp/epp.htm>. EPP offers a discount and is available to state employees. Use of the program is voluntary and no product is endorsed by the Office of State Purchasing or the Southern University Purchasing Department. This is a personal purchase and must be made with personal funds.

### **Chemical Purchases**

Because of revised guidelines from the Department of Environmental Quality (DEQ) and other Governmental and University guidelines, chemicals can no longer be purchased with personal funds; a purchase order must be done to track the purchase of chemicals. For additional information regarding the purchase of chemicals, you may contact the safety officer at the Southern University Chemical and Hazardous Materials Office at 35212 or 3622.

### **LaCarte Card Purchases**

LaCarte is the Louisiana's procurement card program. This card is provided by the State of Louisiana and Bank of America. It is a credit card issued for official state business. The procurement card helps streamline supplies and services purchases. It is an alternative method to simplify purchases up to \$1000.00 without competitive pricing and will replace procurement methods for supplies and/or services. The University has implemented the LaCarte card to be used for purchases up to \$1,000.00. The object code for supplies is 4500 or 8201; and 3001 for services.

**Contact the LaCarte Administrator in the Comptroller's Office for training and additional details.**

### **GIFT CARD PURCHASES**

- Write letter to Vice Chancellor, Finance & Administration or to the SU Ag designee
- Request an advance check; reason/purpose for gift cards and approval for a responsibility form-the responsibility form is owned by the Comptroller's Office and is located in Accounts Payable or the SU Ag Center Finance Office

- List of participants; if list is not available, requestor will provide list after the gift cards have been issued.
- State in letter that if other advance checks are required, the initial advancement will be cleared first
- You must include your procedure in the letter: such as, each participant will sign for the card, if the name cannot be revealed, you can assign a number to each participant and keep it on file for auditing purposes
- After you purchase the cards, you must take the receipts and sign-in sheets to Accounts Payable or Ag Center Finance Office to release you from the responsibility form, if not, the funds will be taken from your payroll check.

Gift cards are usually approved for participants in group research projects and are given as stipends.

### **Donated Equipment**

All items of moveable equipment acquired by the University through acts of donation or as gifts become the property of the University and State, except for items donated specially to the Southern University Foundation, which will remain the property of the Foundation. Gifts and donations must be accompanied by documentation from the donor indicating fair market value. Donations will be tagged and recorded in the inventory if value is established at \$1,000.00 or more.

Contact the Southern University Office of Property Management for additional information at 771-3100 or 771-5066.

### **Temporary Hires**

The State currently has a state contract with Westaff, Inc. for temporary personnel services. No individual Westaff temporary employee may work over 680 work hours in a 12 month period. These hours may be worked continuously or intermittently, but under no circumstances may an individual work over this limit. The University may use other companies if Westaff cannot provide a qualified employee.

### **EDS PROGRAM (Employment Development Services)**

Louisiana RS 38:2261, RS: 39 1594 and 39:1595.4 clearly state that all governmental entities in the state of Louisiana “shall give a preference in their purchasing practices to goods manufactured and services performed by severely handicapped individuals in state operated and state-supported sheltered workshops”. Instead of “workshops”, the name used for agencies providing these services is the more commonly termed, “Community Rehabilitation Programs” (CRP’s). The law also is clear that normal bid procedures followed by governmental entities do not apply when products/services can be secured from community rehabilitation programs serving individuals with severe handicaps.

Orders for products or services may be placed simply by calling 1-800-927-1610 or faxing a request to 225-272-7771. EDS will quote a price to meet your needs.

Quotes shall be sent to Purchasing along with the purchase requisition.

Products and Services offered but not limited to;

- Custom Air Filters
- Office Furniture
- Wiping Rags
- Signs: Traffic, Directional, Name
- Janitorial, grounds maintenance, laundry, shredding & copying, painting, mail preparation, other services

### **PROFESSIONAL SERVICES CONTRACTS (over \$2000)**

Professional Service” means work rendered by an independent contractor who has a professional knowledge of some department of learning or science used by its practical application to the affairs of others. Or it may be in the practice of an art founded on it including, but not limited to lawyers, doctors, dentists, veterinarians, architects, engineers, landscape architects, and accountants.

***Note: Name on W9 shall be name printed on professional services contract and purchase requisition***

### **Professional Services Contract Preparation**

#### **UNIT HEAD/GRANT DIRECTOR**

- Prepares and signs contract
- Obtain Contractor’s signature
- Prepares Certification Letter, Consultant Form and W-9 (tax identification)
- Prepares Purchase Requisition and attach to contract
- Transmits to Dean/Director
- Submits time sheets to Comptroller’s Office-Accounts Payable when work is completed
- Sends evaluation form to the Purchasing Department

**NOTE: The Contractual Performance Evaluation Form must be submitted to the Purchasing Department within thirty (30) days upon completion of services. Forms not submitted may delay final payment to contractor.**

#### **DEAN/DIRECTOR**

- Approves Contract and Related Documents
- Transmits to Purchasing

## **PURCHASING DEPARTMENT**

Reviews contract and if in order, forwards to Human Resources  
Assigns Vendor and Purchase Requisition numbers  
Encumbers Funds  
Signs Contractual Approval Form and assigns contract number  
Transmits to the Vice Chancellor for Finance and Administration  
Prepares Purchase Order  
Attaches Contract, Purchase Order to Purchase Requisition and forwards to Comptroller's Office for payment  
If a Contract exceeds \$74,999.00, prepares BA22 Form, transmits letter and forward to Civil Service and the Office of Contractual Review, when appropriate. **State approval is required if amount \$75,000 or more.**

## **HUMAN RESOURCES**

Reviews Contract  
Signs Contract Approval Form  
Returns to Purchasing

## **CHANCELLOR**

Reviews Contract and attachments  
Signs Contract and Consultant Forms  
Transmits to Vice President for Finance

## **VICE PRESIDENT FOR FINANCE**

Reviews and approves documents if \$74,999 or less, returns to Purchasing, otherwise, forwards to the President's Office

## **PRESIDENT**

Reviews and approves documents  
Returns to Purchasing

## **UNIT HEAD/GRANT DIRECTOR**

Transmits time sheets Comptroller's Office-Accounts Payable when work is completed  
Sends evaluation form to the Purchasing Department

**NOTE: The Contractual Performance Evaluation Form must be submitted to the Purchasing Department within thirty (30) days upon completion of services. Forms not submitted may delay final payment to contractor.**

## **COMPTRROLLER'S OFFICE**

Processes documents for payments  
Issues check

## **PROFESSIONAL SERVICES \$2,000 OR LESS**

A professional Services Contract is not required for professional services \$2,000 or less. A W9 and proposal from Vendor/Contractor are required and shall be submitted with the Purchase Requisition along with the Certification Letter.

***Note: Name on W9 shall be name printed on professional services contract and purchase requisition***

## **PRINTED CONTRACT/AGREEMENT FORMS**

Printed contracts or agreements from a vendor shall be signed by the President-Chancellor and/or Chancellor. The form should be sent to the Purchasing Department or University's Attorney, along with the purchase requisition. Requestors don't have authority to sign agreements/contracts.

## **HOW TO PREPARE A PURCHASE REQUISITION**

Note: The Purchasing Department does not have authority to process purchase requisitions coded to Grants, Auxiliary Accounts which includes Student Accounts, Smith-Brown Union Accounts, and the Athletics Department, without prior approval.

The purchase requisitions are sent by the Purchasing Department to the Comptroller's Office for compliance and/or Vice Chancellor for Finance & Administration for approval. If the request complies and/or approve, the purchase requisition is processed by the Purchasing Department.

### **Purchase Requisitions must be submitted in a timely manner**

- Must be submitted within the fiscal year closing deadlines
- Must be submitted within the grant closing deadlines
- Purchase Requisitions should preferably be typed
- If hand-written, must be legible
- Purchase Requisitions must be double-spaced
- Purchase Requisitions must have a complete description
- Such as, model numbers, stock numbers, brand names, color, sizes, etc.
- If second sheet is needed, use plain paper for continuation or make a copy of a purchase requisition and place the original number on it
- Complete vendor information is required: Vendor's name, address, zip code, telephone and fax number
- Purchase Requisitions must have proper signatures and codes. Two *different* signatures are required.

Purchase Requisitions for construction jobs should be approved by the Physical Plant Department (Facility Services) or the Office of Facilities Planning

- This includes renovations to buildings, electrical work, purchase of flooring (tile, carpet), paint, air conditioners, doors, etc.
- Requestor must fill out the Project Request Form located on the Purchasing Department web site

**Purchase Requisitions/Travel**

Bus transportation must be approved by the Purchasing Department to ensure that the company has proper insurance coverage.

Please ensure that all travel documents are sent to the appropriate areas in a timely manner as stated in the travel guidelines implemented by the Facilities Operation and Comptroller's Office. **A travel request form is required with all travel.**

Contact the Travel Compliance Officers and Comptroller's Office for complete travel guidelines.

**Split Purchase Requisitions**

It is against State and University guidelines to avoid taking competitive quotations when the total amount of the purchase exceeds \$10,000.00 by requesting vendors to quote part of the merchandise on one quotation and the remainder on a second. Split purchase requisitions will not be honored by the Purchasing Department.

**Departmental Invoices**

Membership Dues, Subscriptions, License Fees, State Agencies (LSU-Joint Professors, Risk Management Insurance, Civil Service-Joint Salaries, Motor Vehicle Inspection Stickers, Vehicle License Fees), IDA Grant Payments, Stipends, Newspaper & Magazine Advertisement (Human Resources Only) Postage for Mailroom, Advance to purchase items for Student Government Association and Student Organizations (items purchased from vendors who don't accept the university purchase order or until the LaCarte Card is implemented)

*Note: Subscriptions and Memberships require renewal invoice. No additional quotes are required.*

The process flow will remain the same as Purchase Requisitions. Send the Departmental to the Purchasing Department with supporting documents. Purchasing Department stamps for compliance and sends to the Comptroller's Office for compliance and/or payment.

A form letter has been created for stipends. (purchasing stamp not required)

**Note:** Invoices and/or Renewal Invoices must be submitted with documents.

**POSTAGE:** Process flow remains the same. Once approved by the Purchasing Department, the requestor will follow with a Responsibility Form for approval by the Comptroller's office.

## **REQUEST FOR QUOTATIONS BY DEPARTMENTS GENERAL GUIDELINES**

Split purchases are not allowed and will not be honored by the Purchasing Department.

### **Procedure**

- When requesting quotations, the same complete, typed description of item should be sent to each vendor
- Vendor must sign and date the quotation
- Vendor quotation *must not* be discussed or disclosed to other potential vendors
- Vendor must submit a W9 Tax Form with the quotation.

Purchase requisitions sent to vendors by fax to obtain quotations are not allowed. In the past, vendors have shipped from purchase requisitions.

Quotations and other supporting documents must be sent to the Purchasing Department along with the purchase requisition

**The Purchasing Department will make award to the most responsive bidder.**

***Note: The Purchasing Department remains at your service and will gladly help or handle the quotation process for any department's requisitioned needs.***

### **Additional Non-Competitive Bidding:**

Advertising, Books, Booth Rental & Exhibitor Fees, Bus Charters (if purchased through state-contracted travel agency), Cell Phones (state contract only), Equipment Repairs, Parts from Authorized Dealer, Livestock (purchased at public auction), Memberships, Subscriptions, Parcel/Courier Services, Shipping Charges, Postage Meter Replenishment, Publication Fees, Advertising, Purchases from other State Agencies, Registration Fees, License Fees, Scientific, Utilities (public utilities), State Contract Purchases.

### **Guidelines for Advance Payments**

- Write letter to Mr. Benjamin Pugh (BR Campus), VC for Finance &

Administration or Ag Center Vice Chancellor to receive an advance check and responsibility form

- Purchase Requisition or Departmental Invoice with written quotation, if applicable should be taken to the Comptroller's Office (Accounts Payable) along with approved letter from Vice Chancellors
- Fill out Responsibility Form provided by Accounts Payable. The Purchasing Department does not issue Responsibility Forms.
- Attach Responsibility Form to the Purchase Requisition and or Departmental Invoice
- Transmit all documents to the Purchasing Department
- Contact Comptroller's Office (Accounts Payable) for additional information

**If possible, please avoid this type of purchase**

### **PURCHASE ORDER PROCESS**

- Purchase Orders are created by the Purchasing Department in the Banner financial system
- Purchase Orders are printed throughout the day in the Purchasing Department, when time permits
- The Vendor's Copy of the Purchase Order is mailed and picked-up in the next business day mail or emailed
- ☐ The Department's Copy of the Purchase Order is mailed and picked-up in the next business day campus mail. **Note to Departments: to avoid duplicate shipments, Department copy of purchase order should not be faxed to the vendor**
- The Payee Copy of the Purchase Order is sent to the appropriate areas (Comptroller's Office, Ag Center, Library or Facilities Planning) for payment
- The Reference Copy of the Purchase Order with all supporting documents is filed in the Purchasing Department

### **Open Purchase Orders**

- Allowed for services such as Freight Charges (UPS, FedEx), Food Services (Aramark), Follett Bookstore, Small tools/supplies for Physical Plant and Housing Departments
- These charges are usually done with an estimated amount for the entire fiscal year
- This will allow orders to be processed before the services are performed
- Student Government/Student Affairs purchases
- Building supplies (paint, nails, hammers, small building supplies)

**Chemicals can no longer be purchased on open purchase orders, unless approved in advance by Director of Purchasing with letter of explanation**

**Note: Merchandise should not be ordered on a purchase order that has been closed**



## **PURCHASE ORDER CHANGES AND/OR CANCELLATIONS**

Request for purchase order changes and/or cancellations should be done in writing and approved in advance by the Purchasing Department

- Letter must include the purchase order number, the reason for change and/or cancellation and the amount to be adjusted
- Merchandise received must be for the specific items listed on the approved purchase order
- Items cannot be substituted
- If you receive merchandise not on the purchase order, you are required to contact the Office of Central Receiving to return merchandise
- If merchandise is not available or no longer in stock, and the company has replaced it with another item, only then a purchase order change can be made to replace the initial item. A quote is required for new item.
- Cancellation: Vendor must verify in writing that item/services will not be provided
- If an Architect is contracted, Architect sends request for change on a change order form (construction projects)

## FORMS

### FORMS AVAILABLE ON PURCASING WEBSITE

- ▶ Quotation Form
- ▶ Tax Exempt Form
- ▶ Sole Source Form
- ▶ Professional Services Contract
- ▶ Authorize Dealer Form
- ▶ W9 Tax Form (required to add new vendors in Banner System)
- ▶ Project Form

***No guidelines contained within this policy shall be construed to amend or override any statute, rule, regulation, policy or procedure of the State of Louisiana, or the provision of any document used in any competitive procurement.***