



THE OSP QUARTERLY CONNECTION

OCTOBER — DECEMBER 2024



From The Director's Chair:

Welcome to The OSP Quarterly Connection. I wanted to let you know that we will be using this communication tool to share information. We hope you find this newsletter beneficial and helpful to you and your agency. If you have suggestions you would like us to consider, please let us know.

As I am sure is happening in your organization, change is taking place daily. Not only do we have an obligation to carry out our mission, but we strive to continuously improve our processes to provide the best customer service possible. This newsletter is one of the tools we will use to help keep you informed.

As I was preparing to write this message, the word "communication" kept coming to mind. Every day, in both my personal life and in my professional life, I am reminded how important effective communication can be. It seems to me that the more technology we have and the more options we have to occupy our minds, perform our daily tasks, or entertain ourselves, the more we struggle to really communicate well with each other. Are we too busy? Is our life too fast paced? Are we taking time to ensure we are communicating clearly and that our intended audience understands what we are trying to convey? When I am the receiver of a message, am I truly listening or reading well? We all have an important part to play in making "good communication" happen?

In our office, we use four main types of communication as we perform our procurement duties: verbal, written, electronic, and nonverbal. Regardless of how we choose to communicate with each other, I think it important that in order to do so effectively we must: a) choose the proper form of communication for the situation; b) truly hear and absorb what's being communicated; c) provide clear and constructive feedback; d) resolve conflicts and issues; and, e) be respectful of each other's perspective.

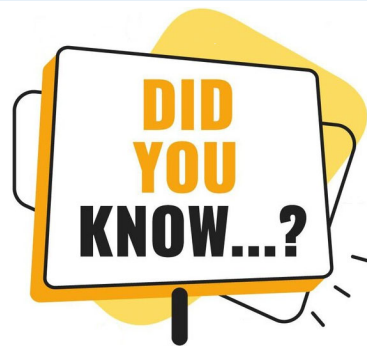
I look forward to a time when we are all sending and receiving messages that result in clear communications, well understood, and leave little room for misinterpretation. Today, I am making a commitment to do my part! I hope you will join me.

Happy Holidays to you and your family!!

Tom Ketterer, Director

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***The Louisiana Small Purchase
Executive Order has been
updated!***

Governor Landry has updated the Louisiana Small Purchase Executive Order. JML 24-114 governs purchases that are between \$10,000 and \$25,000 and lists other special procurements that are exempt from the competitive sealed bidding requirements contained in the Procurement Code. We ask that you familiarize yourself with the updates.

The most recent Executive Order can be found here:

<https://www.doa.la.gov/media/b00l2ota/jml-24-114-small-purchase-procedures.pdf>



Amendments to Professional Contracts

Professional, Personal, Consulting and Social Services (PPCS) contracts cannot be amended or extended once the contract has expired. It is critical that the expiration dates are reviewed frequently. If additional time will be needed on the contract, the amendment must be approved before the contract expires.

REMINDER: Most PPCS contracts cannot go beyond 36 months (3 years).



Using the LaGov Versioning Tool

When your OSP Analyst returns a purchase order and is requesting that an attachment be updated, added or removed, using the Versioning Tool prevents the purchase order from repeating the approval process with Civil Service, Office of Planning and Budgeting, and if applicable, The Attorney General and General Counsel.

These are the steps to update, correct, add or delete attachments to a PO in review with OSP.

If you have issues with this process, please submit a LaGov Help Desk Ticket before proceeding.

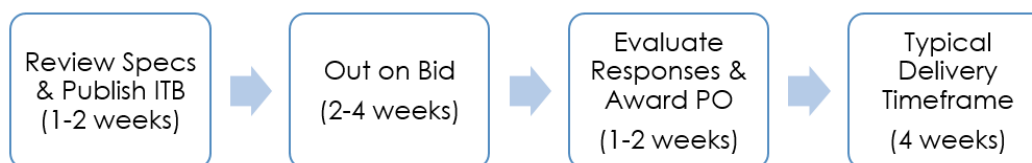
- When the PO is returned to your LaGov Work Overview, click on it to open it.
- Once the PO is opened, **DO NOT CLICK ON EDIT.**
- Click on Header > Notes and Attachments then scroll down to the area where you initially attached all documents.
- Click on the square next to the Attachment you need to revise and this will highlight the row. Once the row is selected, the Versioning button should be active.
- Click on it to begin the check-out process. (If the Versioning button remains grayed out, submit a LaGov Help Desk Ticket and wait for a response before proceeding.) **DO NOT CLICK ON EDIT.** Scroll to the column labeled 'Check Out' and place a check mark. You should be able to open the document, make the changes, save it and then take steps to 'Check In'.
- When you are ready to attach the revised document, highlight the row again, click on Versioning and select 'Check in new version'. This allows you to replace the old document with the new document.
- Once all requested changes have been made, return to the top of the PO and click on Accept (**DO NOT CLICK ON EDIT**). This will return the PO to your assigned Analyst.

Plan Strategically to Procure Efficiently

Our mission at the Office of State Procurement is to provide quality and timely services to the agency and vendor communities. We strive to efficiently procure the goods and services necessary to perform your mission. To accomplish this, we need detailed, open, and competitive specifications, a shopping cart, and any other documentation that might impact the bid. In addition, we need to fully understand your time constraints so that we can recommend the best solution to get you what you need promptly.

There are many factors outside of the procurement process that impact the timeline. For example, grant/federal funding, scheduled events where the items are needed, and the State's end-of-fiscal-year process may require that a file be completed by a certain date.

To plan effectively, it is extremely helpful to understand OSP's typical Invitation to Bid (ITB) timeline:



Common Risks & Delays

The bid and delivery process itself may take up to 12 weeks, but issues can arise during the bid process that cause further delays. Common delays include

- Unduly restrictive specifications
- Incorrect/outdated specifications
- Vendor questions
- No bids received
- Only bids received are over budget.

When vendors see the specifications, scope, terms and conditions, and any other attachments, they may have questions. Vendor Q&A may require an addendum and can result in the bid opening date being pushed back. In some instances, it may be appropriate to cancel the file and rebid it with updated specifications.

Other times, suggested vendors miss bid deadlines and/or the specifications are too restrictive for anyone else to provide the requested goods/services. This results in receiving either no bids or no acceptable bids.

When strict deadlines are in play, OSP will need to know whether delivery time must be a factor in the award. We need to ensure that a reasonable timeframe is available for the vendors to fulfill their obligations and that these deadlines are communicated to them during the bidding process. In turn, this means that OSP must be notified upfront of any constraints.

Sometimes, when life, health, and safety will be impacted, a file may rise to the level of an emergency. This should be clearly stated in your initial communication with OSP, whether that be via Approval Notes, email, phone, etc.

Plan Strategically to Procure Efficiently *continued...*

OSP Suggestions for Efficient Procurements

This can all seem daunting, but don't worry! Here are a few suggestions on how to mitigate timeline issues:

- Submit your shopping cart well in advance of any deadlines. Two to 3 months in advance is ideal. There may be situations when longer times are needed, and there may be situations when shorter times are all that are available. Please contact OSP as soon as you think there might be an issue so that we can work with you on a solution.
- Read and understand the Emergency Procurements section of the Procurement Handbook so that you have a plan when an emergency occurs.
- Know who your external stakeholders are, and the availability and process of requesting extensions.
- Check Statewide contracts to see if your product or service is available without further bidding.

Let your LAGOV system approvers know when things have been submitted so that they can review them at their earliest opportunity. You can navigate to the Approval tab in your shopping cart to determine who is next in line to review the shopping cart. If OSP is not listed anywhere in the approvers section, please contact Jeremy.Meiske@la.gov or Chasity.Austin@la.gov so that we can look up the shopping cart and get it reviewed as soon as possible.

How many files did each team at OSP process in FY 2024?

Professional Contracts	3,050
One Time Buy & Blanket Order	1,723
Commodity	1,766
RFP	76
Total	6,615



Please join us in welcoming Erica Thomas and Julian Escobar to the Office of State Procurement! Ms. Thomas joined our team in July as a State Procurement Analyst on RFP Team 1. Mr. Escobar was hired in November as a Business Analytics Specialist.



Congratulations!

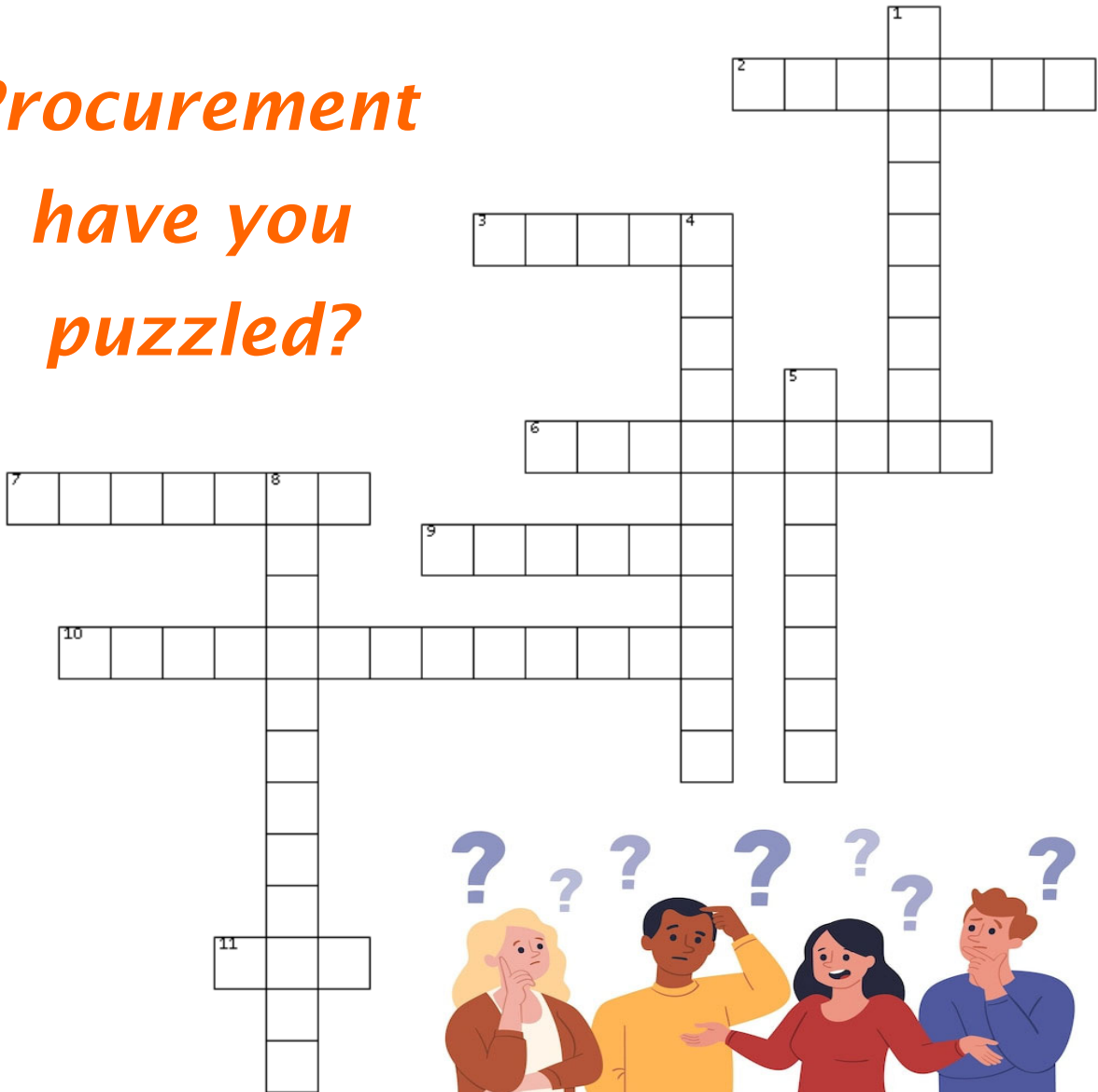
Krystal Frank has completed the UPPCC Certification program and is now a Certified Professional Public Buyer (CPPB).

Johnette Jackson has attained her CPP certification through the National Institute of Governmental Purchasing and is now a Certified Procurement Professional (CPP).

These certifications are applicable to all public procurement personnel in federal, state, provincial, territorial and local government organizations and they are recognized as being the gold standard in public procurement.

We are incredibly proud of their hard work and we ask that you join us in congratulating them on their achievements!

Procurement have you puzzled?



ACROSS

2. An extension of a purchase order or contract for a defined period of time, mutually agreed upon by the Contractor and the State
3. An informal pricing offer from a supplier for goods or services
6. A category of goods or services
7. Filing of a complaint by a supplier in connection with a solicitation or an award
9. A person or company who has the potential to supply goods or services to the State
10. Any description of the physical or functional characteristics of a supply, service, or repair
11. A quote offered by a supplier in response to a solicitation

DOWN

1. The disqualification of a company to participate in bids or RFPs, or the award of any contract for a specified period of time
4. The setting aside of funds to pay for agency financial commitments
5. A formal Written change to a bid or solicitation
8. A document provided to bidders that contains a description and quantity of products or services needed in order to request pricing

Answers can be found on page 8

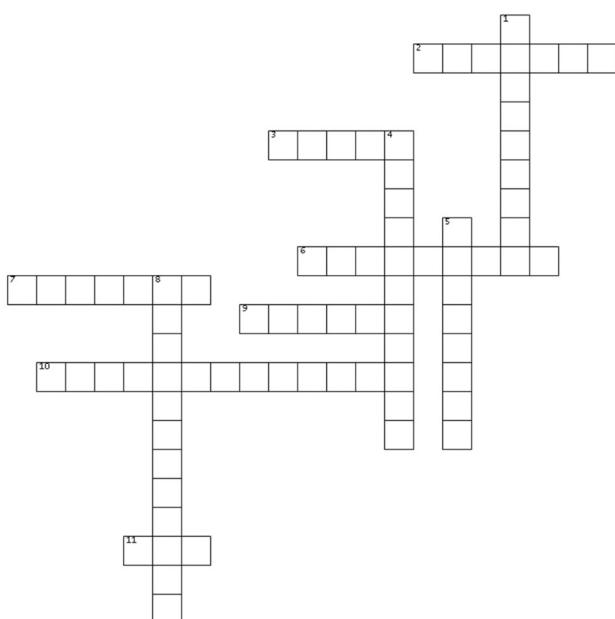


**State of Louisiana
Office of State Procurement**

1201 North 3rd Street, Suite 2-160
Baton Rouge, Louisiana 70804-909
Phone: (225) 342-8010

Procurement.la.gov

Crossword Puzzle Answers



ACROSS

2. Renewal
3. Quote
6. Commodity
7. Protest
9. Vendor
10. Specification
11. Bid

DOWN

1. Debarment
4. Encumbrance
5. Addendum
8. Solicitation