

Office of State Procurement
State of Louisiana
Division of Administration


JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

MEMORANDUM OSP 17-07

TO: All Agency Heads, Department Undersecretaries, and Business Managers

FROM: Paula Tregre 
Interim Director

DATE: January 20, 2017

RE: FY17 Shopping Cart Deadlines/FY18 Shopping Carts and Orders

Fiscal Year 2017 Shopping Cart Deadlines

The Office of State Procurement is asking for your department's cooperation and assistance in year-end closeout by submitting all remaining FY17 shopping carts by March 31, 2017. This request is made to ensure receipt by June 30, 2017.

Please be aware that shopping carts for FY17 submitted after March 31, 2017 may require the agency to take the necessary measures to carry forward FY17 funds or to provide FY18 funds in the event a June 30th delivery requirement is unrealistic and/or precludes competition.

Fiscal Year 2018 Activity

Agencies may enter FY18 shopping carts and orders that are deemed mission critical. Remember that new obligations will by-pass the encumbrance process until the new budget is loaded. Non-mission critical FY18 shopping carts/orders can be entered once the new fiscal year has begun.

Special Clause to be added to all Fiscal Year 2018 solicitations:

Please be advised that delivery cannot be made prior to July 1, 2017. Any orders resulting from this solicitation will be paid with new FY funds, if appropriated by the legislature. Delivery cannot be made prior to July 1st and your bid prices must be firm for acceptance and delivery accordingly. (DocBuilder Element Z0S611_SP_New_FYFund may be referenced.)

Release of Fiscal Year 2018 Purchase Orders

Agencies should not request early release of FY18 orders unless they are mission critical to the agency and the funding is expected. All other FY18 orders will be released at the beginning of FY18.

Please distribute this memorandum internally and to your field operations as deemed appropriate. For your convenience, this OSP memorandum may be accessed on our website at the following URL:

<http://www.doa.la.gov/pages/osp/agencycenter/memos/list.aspx>

If you have any questions, please contact this office.