



Committee on Minority, Female, and Veteran Enterprises (HSR 2)

Division of Administration
Office of State Procurement (OSP)

September 10, 2020

Topics

1. Ongoing emergency support operations by OSP for COVID-19 and Hurricane Laura
2. OSP efforts to be inclusive of Minority, Female, Veteran, and other Small Businesses
3. Relevant / Potential Considerations
4. “How to do Business with the State”

1. Emergency Support

A. COVID-19

- In EOC mode since March 16th (178 days – longest active emergency)
- Adapted to realities of social distancing, remote work
- Supply chain scarcity stabilizing
- LDH / GOHSEP RFQs and other procurements

B. Hurricane Laura

- 7-7-7 support for GOHSEP, LDH, and other agencies
- Transition from response to recovery procurements

C. Moving Forward

- Continuing to sustain regular procurement operations
- Readiness to provide additional emergency resources

2. Statement from DOA-OSP

- A. We welcome participation and robust competition from all suppliers, including minority-, women-, veteran-owned, and other small enterprises.
- B. To the extent allowable by State law, we recognize the significance of the State's contractors being reflective of the diversity of the people of Louisiana.
- C. We strive daily to ensure that all prospective suppliers can compete in a fair and open manner to meet the needs of state agencies and political subdivisions, and the populations they serve.

2. Inclusive Actions

- A. Act 589 of 2016 – Sen. Milkovich and Rep. Carter
 - Detailed supplier demographic information reporting by contract
 - Percentage ownership by race, ethnicity, gender, veteran status, and LA residency, as well as contact info and other characteristics

- B. Voluntary Expansion of Act 589 Reporting
 - Quarterly Report summarizing statistics for all contract-holders
 - Available as “Vendor Profile Data” report on the LA Checkbook

- C. Identification of DBE/WBE Certifications in LaGov
 - Currently relies on supplier self-identification

- D. Data linkage to sync from DOTD DBE database

2. Inclusive Actions

E. OSP Partnership with LED re. Hudson / Vets Initiatives

- LED manages enrollment and certification processes
- OSP manages procurement side, including points for subs.
- OSP assists Commissioner Dardenne in goal-setting, reporting

F. Extensive, Inclusive, Outreach Efforts

- Engagements with LLBC, LED CEI, NORBCC, ONABEN, NIGP, etc.
- OSP has never declined an invitation to share info, best practices

G. Extensive, No-Cost, Training Resources

- Vendor training classes (now remotely, and slides available online)
- Vendor handbook and other resources at procurement.la.gov
- How to Register, How to Bid, How to Respond to an RFP, etc.

2. Inclusive Actions

- H. Emergency RFQs publically posted to LaPac
 - Maximize visibility to ensure a broad base of qualified providers
 - Any qualified provider with capacity can (and should) offer

- I. Consultation with Legislators and Policy-Makers
 - Proposals for Legislation / Executive Orders
 - Existing statutory preferences and programs
 - “What options exist in the Procurement Code to help [X]?”
 - Proactive consideration of unintended consequences
 - Federal funds participation
 - Reciprocal geographic preferences
 - Interaction between Title 38, Title 39, and Title 48

3. Considerations / Context

A. Authority of the State Chief Procurement Officer

- R.S. 39:1564: the State CPO shall “procure or supervise the procurement of all supplies, services, major repairs, and personal, professional, consulting, and social services needed by the state.”
- The State CPO’s authority for rulemaking is confined to actions “consistent with the provisions of [the LA Procurement Code]”.

B. Relevant Provisions of the Procurement Code

- Existing State Law, R.S. 39:1951 *et seq.*, includes Chapter 19, the Louisiana Minority and Women’s Business Enterprise Act
- “Provide the maximum practical opportunity for increased participation by the broadest number of minority-owned... and women’s business enterprises in the [procurement of] goods and services by state agencies and educational institutions”.
- Provides for a special Division within LED, goal-setting, agency action plans, compliance, reporting, strict preferences, etc.

3. Considerations / Context

- C. Louisiana Supreme Court Decision No. 95-CA-2105 to LA Associated General Contractors vs. State of LA
- Struck down the LA Minority and Women's Business Enterprise Act
 - Act found to be unconstitutionally discriminatory in its entirety

- D. Current Law
- Per the LA Supreme Court's Decision, OSP must ensure compliance with the Procurement Code in a race- and gender- neutral manner.
 - OSP does not have latitude outside the Procurement Code.
 - OSP has limited statutory authority to implement preferences for small and local businesses, veterans, and certain products (only).
 - The Hudson and Veterans Initiatives are structured very similarly to the provisions of the Minority and Women's Business Enterprise Act, but for the benefit of local small businesses certified by LED.
 - OSP can consult on proposals, but must act within current law.

3. Considerations / Context

E. Relationship between OSP and Agencies

- OSP's role in agency procurements is to assist in soliciting, receiving, evaluating, and awarding contracts compliant with the State Procurement Code.
- OSP's ability to independently determine the 'winner' of a procurement is limited to procurements conducted by OSP for its own operations, or statewide contracts.
- In the case of statewide contracts with multiple awards, OSP provides agencies with multiple legally viable contract vehicles in order to ensure statewide coverage and adequate service levels.
 - Agencies have discretion to evaluate these different vehicles based on the needs of the agency, considering suppliers' differentiated features, capacities, customer service, support, ability to maintain legacy equipment, efficiencies, price competition, etc.

4. How to do Business w/ LA

- A. The Office of State Procurement (OSP) procures most of the goods and services needed by State Agencies and political subdivisions using a variety of methods, on a case-by-case basis depending on the particulars.
- Small Purchases
 - i. Small Purchase Executive Order JBE 2017-18
 - ii. \$0 - \$5,000: No competition required (informal quotes / P-Card)
 - iii. \$5,000 - \$15,000: 3 quotes required, or Hudson Initiative
 - iv. \$15,000 - \$25,000: 5 quotes required
 - Competitive Sealed Bids (ITBs)
 - i. Over \$25,000 – publically advertised

4. How to do Business w/ LA

- Requests for Proposals (RFP)
 - i. Long, complex – built for compliance
 - ii. Opportunities for primes and subcontractors
 - iii. Points allocated for Hudson and Veteran Initiative-certified firms

- Non-Competitive PPCS Service Contracting
 - i. Professional services (doctors, lawyers, accountants, etc.)
 - All can be awarded without an RFP process
 - ii. Personal services (artists, interpreters, photographers, etc.)
 - All can be awarded without an RFP process
 - iii. Consulting services (IT, business mgt., program mgt., etc.)
 - Under \$75,000/year can be awarded without an RFP process
 - iv. Social services (rehabilitation, family supports, etc.)
 - Under \$250,000/year can be awarded without an RFP process

4. How to do Business w/ LA

■ Statewide Contracts

- Sometimes also referred to as "44" contracts (e.g.: 4400016797)
- "Do you have a State contract?"
- Established by OSP to meet the needs of all state agencies, as well as political subdivisions and "quasi" agencies
- Typically established by ITB, RFP, GSA, or cooperative purchasing

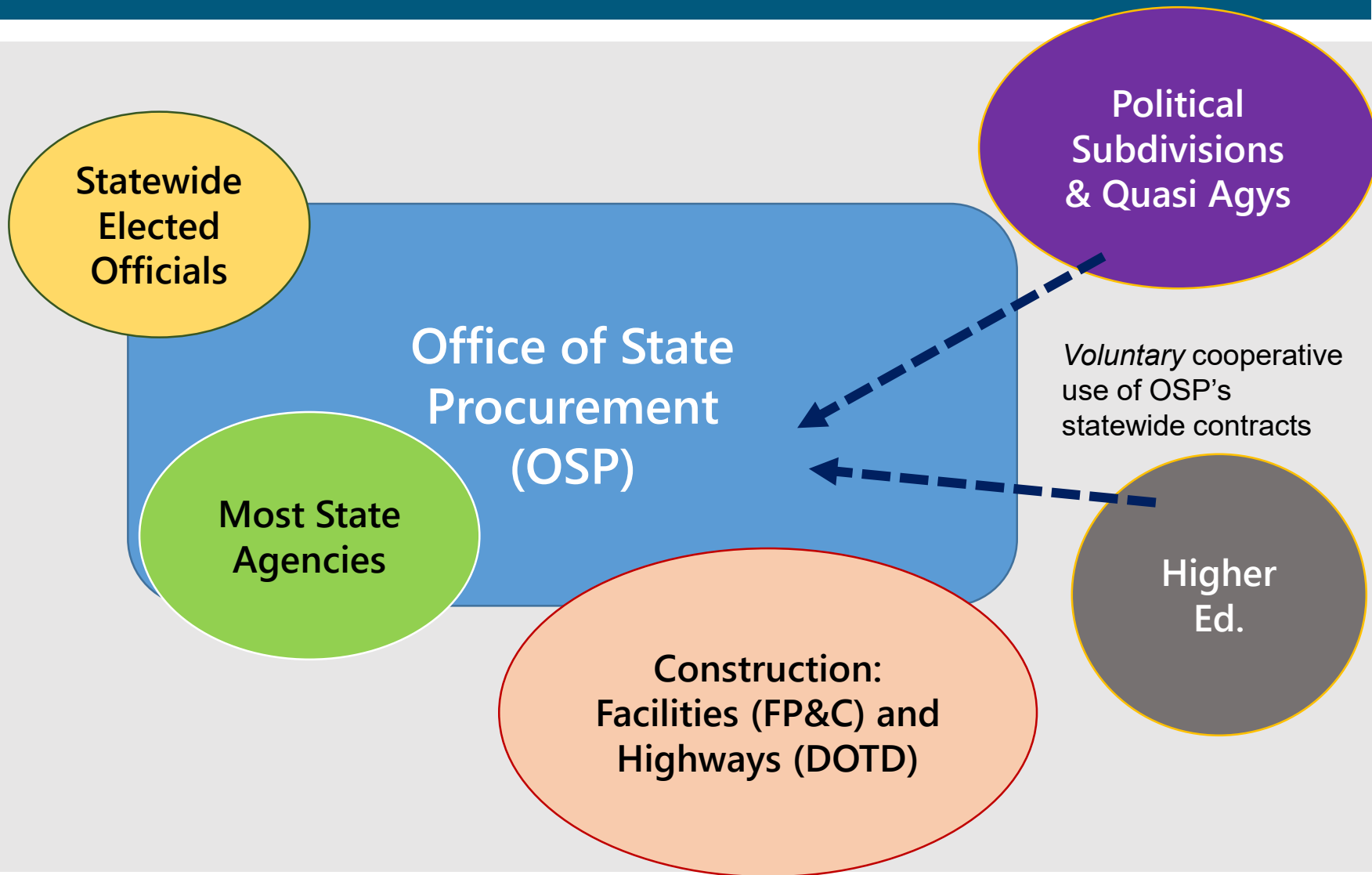
- Benefits of bundled purchasing power and compliance
- Created to serve needs common across multiple agencies, opportunities identified based on agency requests, repeated retail purchases, and emergency contracts.
- Emergency contracts are a subset of SW contracts



4. How to do Business w/ LA

- OSP's website: procurement.la.gov
- LaGov/LaPac – vendor registration, bid postings, bid notifications, listing of registered vendors
- eCat – State's electronic catalog of existing contracts (contract search functionality also on LA Checkbook)
- LED Small Business Programs – Hudson/Vets Initiative

4. How to do Business w/ LA



Welcome to the Office of State Procurement

procurement.la.gov

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Vendor Inquiries: [VENDR.INQ](#)

The Office of State Procurement (OSP) serves the agencies and people of Louisiana by ensuring that the state's contracting and purchasing activities are conducted legally, fairly, and efficiently.

OSP is responsible for maintaining standards, and for conducting the review and technical approval of professional, personal, consulting and social services contracts needed by state agencies. The office verifies that the competition process for each contract is fair, that funding has been appropriated to pay for services, and that the proposed services are reasonable and advisable in relation to the agency's mission and the state's priorities.

OSP also manages the purchasing of equipment, goods, supplies and operating services needed by state agencies. The office researches, develops and issues both statewide and agency-specific contracts and competitively bids items not covered under annual contracts. In all of its purchasing activities the office strives to reduce costs to the state by harnessing the purchasing power of the entire state to obtain the best pricing for all agencies, large and small.

OSP strives to ensure a fair, competitive bidding environment for all vendors, while also ensuring that vendors have performed well in their contractual duties to state agencies and the public. It also manages the Hudson and Veterans Initiatives for Small Entrepreneurships to ensure that agencies give due consideration to contracting with local small businesses.

[New Information](#)

Agency Center



Vendor Center



Vendor Center

LaPAC - Louisiana Procurement & Contract Network

Louisiana's Electronic Catalog (LA eCat)

How to do Business with the State of Louisiana

Vendor Forms

Memos

Publications

Vendor Questions

Contracting Opportunities

Louisiana Procurement Technical Assistance Center

Vendor Registration

Vendor Registration Help Scripts

UNSPSC Product Categories (Commodity Codes)

UNSPSC Code Search

Unit of Measure Codes

Louisiana Regional Map

Procedures for the Establishment and Continuance of a Brand Name or LaMAS Contract

Procedures for the Establishment and Continuance of a Brand Name Microcomputer Contract

Microcomputer Contract Additions

Louisiana's Hudson (Small Entrepreneurship) and Veteran Initiatives

Hudson Initiative (Small Entrepreneurship) Certified Vendors from LaPAC - Quick List

Veteran Initiative (LaVet) Certified Vendors from LaPAC - Quick List

Vendor Payee (*Inquiry*)

Vendor Help Desk

Cooperative Purchasing Approved Quasi Units

Vendor Online Bidding Questions

[LaPAC Public Menu](#)

[Bids by Category](#)

[Bids by Department](#)

[Search for Open Bids](#)

[Search by Bid Number](#)

[Vendor Registration Menu](#)

LaPAC Public Menu

All vendors that wish to receive email notifications of bid opportunities must be registered in LaGov via the vendor enrollment portal.

[Vendor Registration Menu](#)

Use the LaGov vendor enrollment portal to market your products or services.

[Bids by Category](#)

View a listing of bids by category for all departments.

[Bids by Department](#)

View a listing of solicitations by department.

[Search for Open Bids](#)

Locate open solicitations by one or more selection criteria.

[Search by Bid Number](#)

Locate solicitations by bid number.

[Check Status](#)

View a listing of solicitations that have already opened and see the current status.

4. How to do Business w/ LA

- Automated bid/addenda notifications
- Free, fast enrollment and 24/7 access
- Self-enrollment and account maintenance
- Makes your company visible to agencies
- Ties to registration in State's payment system
- Allows online bids instead of submitting paper
- Required for any contract award



4. How to do Business w/ LA

LaGov Vendor Portal Help Scripts

- Phases of Vendor Registration
- Vendor Registration
- UNSPSC Commodity Codes
- UNSPSC Code Search
- Administrator Roles:
 - Welcome Page
 - Create Additional Users
 - Manage User Data
 - Manage Own Data
 - Manage Company Data
 - PO Email Election
 - Manage Product Categories
 - Create Remit Address
 - Vendor Payments (*Inquiry*)



4. How to do Business w/ LA

Bids by Department

Click on the underlined Department to view a list of bids for that Department.

***** State Procurement *** - (214)**

+ State - Corrections - (5)

+ State - Transportation and Development - (21)

+ State - Environmental Quality - (1)

+ State - Agriculture & Forestry - (2)

+ State - Board of Commissioners Port of New Orleans - (0)

+ State - Board of Supervisors-University of LA System - (1)

+ State - Capital Area Human Services District - (0)

+ State - Civil Service - (0)

+ State - Coastal Protection & Restoration Authority - (4)

+ State - Commissioner of Elections - (0)

+ State - DCRT- OFFICE OF STATE PARKS - (2)

4. How to do Business w/ LA

Bids by Category (UNSPSC Segment)

Click on the underlined category to view a list of bids for that category.

[APPAREL AND LUGGAGE AND PERSONAL CARE PRODUCTS \(53000000\) - \(9\)](#)

Clothing, Footwear, Luggage and Handbags and Packs and Cases, Personal Care Products, Sewing Supplies and Accessories

[BUILDING AND CONSTRUCTION AND MAINTENANCE SERVICES \(72000000\) - \(94\)](#)

Building Construction, Support, Maintenance and Repair Service, General Building Construction, Heavy Construction Services, Specialized Trade Construction and Maintenance Services

[BUILDING AND CONSTRUCTION MACHINERY AND ACCESSORIES \(22000000\) - \(6\)](#)

Heavy Construction Machinery and Equipment

[CHEMICALS INCLUDING BIO CHEMICALS AND GAS MATERIALS \(12000000\) - \(7\)](#)

Explosive Materials, Elements and Gases, Additives, Colorants, Waxes and Oils, Solvents, Compounds and Mixtures

[CLEANING EQUIPMENT AND SUPPLIES \(47000000\) - \(14\)](#)

Water and Wastewater Treatment Supply and Disposal, Industrial Laundry and Dry Cleaning Equipment, Janitorial Equipment, Cleaning and Janitorial Supplies

[COMMERCIAL, MILITARY, PRIVATE VEHICLES, ACCES. AND COMP. \(25000000\) - \(21\)](#)

Motor Vehicles, Marine Transport, Railway and Tramway Machinery/Equipment, Aircraft, Spacecraft, Non Motorized Cycles, Transportation Components/Systems, Vehicle Bodies/Trailers, Transportation Services Equipment, Aerospace Systems/Components/Equipment

[DEFENSE, LAW ENFORCEMENT, SECURITY, SAFETY EQUIP. AND SUP. \(46000000\) - \(19\)](#)

Light Weapons and Ammunition, Conventional War Weapons, Missiles, Rockets and Subsystems, Launchers, Law Enforcement, Public Safety and Control, Security Surveillance and Detection, Personal Safety and Protection, Fire Protection

[DISTRIBUTION, CONDITIONING SYSTEMS AND EQUIP. AND COMP. \(40000000\) - \(17\)](#)

Heating and Ventilation and Air Circulation, Fluid and Gas Distribution, Industrial Pumps and Compressors, Industrial Filtering and Purification, Pipe Piping and Fittings

4. How to do Business w/ LA

Bid Number	Description	Date Issued	Bid Open Date/Time	Help
3000012469	*Site Visit* Grounds Maintenance - DOA Original: 3000012469 Attachments: Attachment A - Special Terms & Conditions, Pages 1 - 9 , Attachment B - Specifications, Pages 1-2 , Attachment C - Online Bidding Instructions, Pages 1 - 11	04/04/2019	04/30/2019 10:00:00 AM CT	107001
	Addendum No. 1 - Extending Bid Opening Date Date: April 4, 2019 Y Addendum 1: 3000012469-1	04/04/2019		
	Addendum No. 2 - CANCELLATION Date Issued: May 29, 2019 Your refe Addendum 2: 3000012469-2	05/29/2019		
3000012804	Fax Bid - Light Fixtures - DOC/Angola Bid Cancelled: 05/31/2019 Original: 3000012804 Attachments: Attachment A - Special Terms and Conditions - Pages 1-5 , Attachment B - Line Item Response - Page 1-1 , Attachment C - Online Bidding Instructions - Pages 1-11	05/10/2019	05/20/2019 2:00:00 PM CT	107001
	Addendum No. 1 - CANCELLATION Date Issued: 5/31/19 Addendum 1: 3000012804-1	05/31/2019		
3000012425	Auctioneering Services for LPAA Bid Cancelled: 06/11/2019 Original: 3000012425 Attachments: Attachment A - Special Terms and Conditions - Pages 1-8 , Attachment B - Specifications - Pages 1-5 , Attachment C - Price Sheet - Page 1-1 , Attachment D - Online Bidding Instructions - Pages 1-10	04/29/2019	05/21/2019 10:00:00 AM CT	107001
	Addendum No. 1 - Special Terms and Conditions Revisions, Questions & A Addendum 1: 3000012425-1 Attachments: Addendum # 1 - Price Sheet Revisions - Pages 1-2 , Revised Attachment A - Special Terms and Conditions - Pages 1-8	05/06/2019		
	Addendum No. 2 - CANCELLATION Date Issued: June 7, 2019 Your refe Addendum 2: 3000012425-2 Attachments: Notice of Cancellation - Page 1-1	06/11/2019		
3000012665	*Rebid*Prisoner Transport Service - DOC Bid Cancelled: 05/30/2019 Original: 3000012665 Attachments: Attachment A - Special Terms and Conditions - Pages 1-9 , Attachment B - Specifications - Pages 1-4 , Attachment C - Online Bidding Instructions - Pages 1-11	04/26/2019	05/21/2019 10:00:00 AM CT	107001

4. How to do Business w/ LA

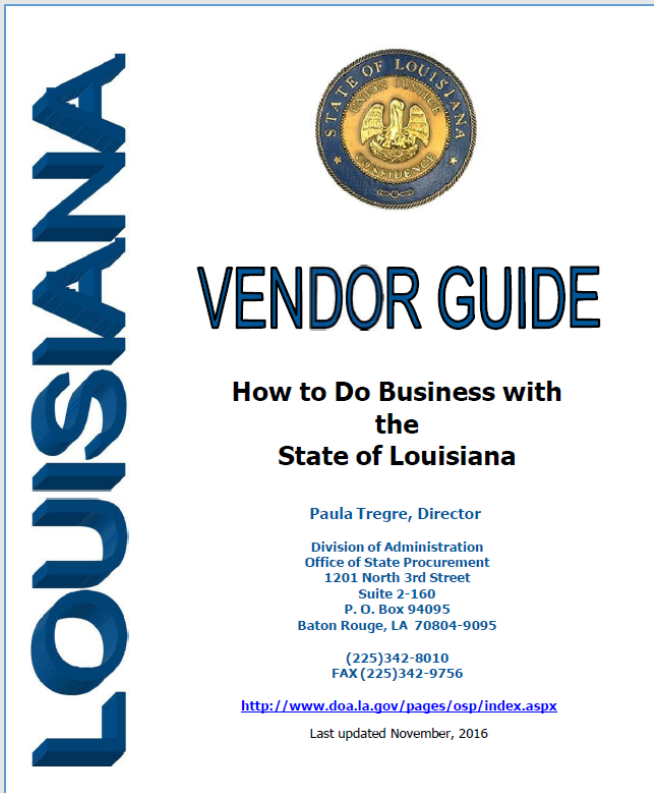
- Offer a Solution
- Register, Compete, and Market
- Low Hanging Fruit (noncompetitive purchases/contracts)
- Hudson / Veteran Initiatives
 - Up to \$15,000 purchases
 - Points for RFP proposals (as prime or subcontractor)
- Partner with other vendors



4. How to do Business w/ LA

- Commissioner's Hudson/Vets Participation Goal
- Hudson/Vets Subcontractor Good-Faith Follow-up
- Louisiana Checkbook
- Integration of UCP DBE Database w/ LaGov
- Potential expansion of agency DBE participation
- Vendor demographics reporting

4. How to do Business w/ LA



- Detailed – 35 pages
- Deeper dive into registration, bidding, contracting, and customer service processes
- procurement.la.gov >
vendor center >
publications >
“Vendor Guide – How to do Business with the State of LA”



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