



2016
**PROCUREMENT
POLICY
MANUAL**

CAO POLICY MANUAL

APPENDIX 4



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1. Procurement Operations

1.1 Overview

The purpose of this manual is to establish uniform policies and procedures that can be referenced by Parish departments, offices and/or agencies when the need to purchase goods and/or services is required.

The information provided is not to restrict the effectiveness of the individuals involved in the day to day activities related to the procurement of goods and services, but to provide a foundation for effective, consistent and fair procurement practices and help ensure compliance with purchasing laws, regulations and procedures.

Departments/Offices/Agencies are strongly encouraged to utilize this manual as needed and it is intended to be used as a guide and resource.

A glossary of common terms used by Finance is provided in [Exhibit 2](#).

1.2 Mission and Vision

Department of Procurement Mission

Department of Procurement Vision

1.3 Responsibilities of the Department of Procurement

The Department of Procurement is delegated the responsibility to:

1. Ensure adherence to all purchasing laws, regulations and procedures.
2. Provide goods and services at the lowest price, consistent with quality and performance requirements, from capable vendors and/or service providers.
3. Obtain maximum savings using value added techniques.
4. Administer the purchasing and contracting functions with internal efficiency.

1.4 Organizational Chart

The Department of Procurement's organizational chart is illustrated in [Exhibit 1](#).





2. Procurement Methods

2.1 Overview

Procurement methods are the procedures used by the procuring entity to acquire goods and services. These methods can be competitive or non-competitive. The type of procurement method is typically determined by various factors including, but not limited to: federal, state or local regulations, monetary thresholds, and/or the type of purchase that is being made.

The following is an overview of the various methods and what each method entails. Refer to the “Procurement Methods Chart” as a quick reference which is attached as [Exhibit 3](#).

2.2 Micro (Small Purchases)

Purchase of materials, supplies or equipment less than \$5,000. The material, supply or equipment must be a commercial product or service priced and sold in substantial quantities to the general public. There is no requirement for competition, and cost reasonableness will be determined by the Director of Procurement based on experience with similar or like transactions.

This type of procurement is conducted by the submission of a purchase requisition by the requesting department and the issuance of a purchase order (PO) by the Department of Procurement.

2.3 Quotes

Quotes are required for the following types of purchases based on estimated cost of the purchase:

1. Materials, Supplies & Equipment - \$5,000 to \$29,999
2. Services (Professional & Non-Professional) – \$10,000 - \$100,000
 - Quotes for professional services are only applicable when the PPSL cannot be utilized. Refer to the CAO Policy Manual.
3. Public Works Projects – Any amount up to \$149,999

There is a requirement for competition and every effort will be made to obtain at least three (3) written, emailed, or faxed quotes. Quotes can be directly solicited and/or publicly advertised.

In order to ensure consistency in obtaining quotes, requesting departments shall provide written specifications to the Department of Procurement for use when vendors are solicited for quotes. A “Request for Quote” template must be completed by the requesting department and is attached to this manual as [Exhibit 4](#).

The lowest responsible and responsive quote shall be awarded.





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2.4 Bids

The purpose and intention of a bid is to obtain goods and services at the lowest prices by stimulating competition and by preventing favoritism. Bids are required for:

1. Materials, supplies and equipment \$30,000 or more
2. Public works projects \$150,000 or more

Bids require advertising in the official journal to ensure adequate competition. Advertising in other larger circulation newspapers or venues may be suggested and/or required. All specifications, performance requirements, and contract terms must be included in the bid solicitation documents.

A “Bid Proposal” template shall be completed by the requesting department and is attached to this manual as [Exhibit 5](#).

Bids shall be submitted in a sealed envelope and are then publicly opened and read aloud on the appointed day and time as stated in the advertisement. The lowest responsive and responsible bidder who best meets all requirements shall be awarded the bid.

2.5 Request for Proposals / Request for Qualifications

Request for Proposals

The Request for Proposals (RFP) method of procurement can be used for highly technical equipment or complex services. However, this procurement method can also be used for a wide variety of services. Some examples include, but are not limited to: consulting services, feasibility studies, construction management services, maintenance/repair services, software programming, computer mainframes, scientific/research equipment, etc. RFPs cannot be used for procurement of Architectural and Engineering (A&E) design services.

Evaluation criteria must be established and included in the RFP. Evaluation criteria includes “price” as one criterion. In addition, RFPs state that rates are subject to negotiation. If an agreement cannot be negotiated with the top ranked firm, negotiations will begin with the next ranked firm.

All professional services, essential services and most A&E non-design services should use the RFP method of solicitation, with price as an evaluation criterion.

The RFP process will follow the steps below.

1. After the RFP has been opened, an evaluation team will rate each of the proposals according to the written criteria and rank the proposals according to the firm’s ability to meet or exceed those criteria.
2. The Director makes a recommendation for award to the Chief Administrative Officer (CAO) based on the overall rankings by the evaluation team. The evaluation scoring sheets and score tabulation sheet shall be provided to the CAO along with the Director’s recommendation. The Director shall also identify factors, terms or rates which should be negotiated. If the top ranked firm is not recommended or selected, a written explanation shall be provided to the CAO and kept in the procurement file.
3. The CAO will consider the director’s recommendation, and upon approval, the Department of Procurement will begin contract negotiations.





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Request for Qualifications

The Request for Qualifications (RFQ) method of procurement must be used for A&E design services. Under the RFQ method, the selection is made on the basis of competence and qualifications for a fair and reasonable price. Contract rates for RFQ selections shall be established by negotiation.

Evaluation criteria are established and included in the RFQ. Evaluation criteria cannot include price as a factor in an RFQ.

1. After the RFQ has been opened, an evaluation team will rate each of the responses according to the written criteria and rank the responses according to the firm’s ability to meet or exceed those criteria.
2. The Director makes a recommendation to the CAO based on the overall rankings of the evaluation team. The evaluation scoring sheets and score tabulation sheet shall be provided to the CAO along with the director’s recommendation. The Director shall also identify factors, terms or rates which should be negotiated if deemed necessary. If the top ranked firm is not recommended or selected, a written explanation shall be provided to the CAO and kept in the Procurement File.
3. The CAO will consider the Director’s recommendation, and upon approval, the Department of Procurement will begin contract negotiations, if deemed necessary by the requesting department.

RFP vs. RFQ

The table below will define when the use a RFP and when to use a RFQ.

Type of Service	RFP	RFQ
Non-Professional/Essential Services	•	
Professional Services (A&E design services) – Design, conceptual designs, plans & specifications for bidding documents		•
Professional Services (A&E non-design services) - Studies, investigations, surveying and mapping, testing, evaluations, consultations, comprehensive planning, program management, construction phase services, soils engineering, drawing reviews, preparation of operating and maintenance manuals, other related services	•	

RFP and RFQ templates are attached to this manual for department/office/agency use as [Exhibit 6](#) and [Exhibit 7](#).

2.6 Piggy Back

A piggy back purchase is one where the Parish procures goods using another public entity’s contract prices. The Parish is required to obtain documentation from the other public entity that clearly demonstrates the contract was secured properly and is a viable contract. The price paid by the public entity must be the same as the contract’s price. Piggy back purchases can only be used for materials, supplies, and equipment.





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Departments/Offices/Agencies are able to use a piggy back contract by initiating the request through the Department of Procurement and must intend to acquire goods with the same specifications (make, model, color, size, etc.):

The Department of Procurement will:

1. Obtain written authorization from the public entity to use its contract (when applicable);
2. Obtain documentation that the other entity's contract was properly procured (ex. copy of the public entity's contract, copy of the bidding documents, etc.);
3. Notify the requesting department to submit a purchase requisition; and
4. Generate a PO and place the order with the vendor/service provider awarded the public entity's contract on which the Parish intends to piggy back.

2.7 Sole Source Procurement

Sole source procurements are those procurements where two or more offers or quotes are not obtained due to: lack of response to adequate advertising, lack of qualified firms to provide the good or service, or the necessity of having the original equipment manufacturer perform the work (equipment repairs and maintenance).

Sole source procurements require a "Sole Source Justification" narrative which explains the conditions and/or circumstances leading to the sole source procurement and shall be kept on file with the Department of Procurement. Sole Source Justification shall be prepared by the requesting department and provide (at a minimum) the following information:

1. The efforts taken by the Parish to attract more than one vendor (i.e. number of times advertised and publication name, number of vendors directly solicited, etc.);
2. The need for the original equipment manufacturer to perform the work or provide the good/supply/part;
3. The original price offered;
4. Cost analysis of the elements of cost: direct costs, overhead costs, and profit, if applicable; and
5. Negotiation procedures conducted and results of negotiation, if applicable.

2.8 Emergency Purchases

Emergency is defined as unforeseen mischance bringing with it destruction, damage, or injury to public health, safety, or welfare or the imminent threat of such destruction or injury; or as a result of an order from the Parish President, CAO, Deputy CAO or designee to take immediate action.

There are two types of emergencies under Public Bid Law: emergency or extreme emergency for both public works, including labor and materials, and for purchases of materials or supplies. In the event of an emergency or extreme emergency, the Public Bid Law may be waived provided that notice was given to the public by publishing in the official journal within 10 days of declaring such public emergency or as soon as practicable thereafter.

Every effort shall be made to follow all purchasing procedures including using Purchase Orders (POs) for all procurements when feasible. The emergency procurements shall be limited only to those supplies, materials, equipment, and services, or major repairs necessary to meet the emergency.





3. Requisitions and Purchase Orders

3.1 Requisitions

A requisition serves to inform the Department of Procurement of the needs of a specific requesting department/office/agency and to correctly define the material or service requested. The requisition is not an order, merely the request for the Department of Procurement to procure the item(s) or service(s) in accordance with policies and procedures.

Departments shall submit a properly prepared purchase requisition to the Department of Procurement. A requisition template is attached to this manual for department/office/agency use. Refer to [Exhibit 8](#).

For each requisition, the following information is required:

1. Requesting Department Name
2. Authorized Signature (for funding account)
3. Requisition Date
4. Method of Receipt (pickup, delivery or ship)
5. Delivery Address
6. Emergency – Yes or No
7. Requisitioned By (employee name)
8. Quantity
9. Unit of Measure
10. Description and/or Specifications
11. Part Number (if applicable)
12. Account Number
13. Independent Cost Estimate (if applicable)
14. Supporting documentation to justify pricing (if applicable)
15. Statement indicating grant or grant match project/item

Requisition Approvals/Authorization

Properly authorized requisitions must be received and processed by the Department of Procurement before a PO will be issued. All requisitions must be signed by the appropriate and authorized signatory. The Authorized Signature List is routinely updated and lists the individuals who have been duly authorized to approve expenditures from budgetary accounts.

Each individual on the list is approved by the CAO. The authorized signatory approves all requisitions under his/her accounts. The Authorized Signature List can be found via the following path: Y:\Finance Common\Authorized Signature Lists.

Purchase requisitions may not be "divided" or "broken-up" in order to circumvent monetary thresholds established by the procurement requirements established herein. See Section 2 above.

All requisitions shall be reviewed by the Department of Finance for compliance with the adopted capitalization policies of the Parish. Department of Finance approval shall occur prior to the PO being issued.





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Special Approvals/Authorizations

In addition to standard requisition authorizations, some items in the following categories and coded to the following accounts require special approvals:

Type	Accounts	Authorized Party	Additional Authorization Required on:	
			Requisition	Purchase Order
Capital Asset Accounts	57xxx	CAO	•	•
Capital Projects (All projects)	3XX, 622-95	CAO	•	•
Fixed Assets (Non-capitalized)	57011, 57021, 57031, 57041, and 57091	CAO or Deputy CAO	•	
Large Sized Furniture	Various	Dept. of Facilities Management	•	
Computers or Related Hardware/Software	Various	Dept. of Technology	•	
Vehicle or Heavy Equipment	57020	Fleet Manager	•	
Grants Accounts	4xx or 319 all accounts	Grants Department	•	•

Requisitions for Pick-up Items

Requisitions may be submitted to the Department of Procurement for pick up by an employee of the requesting department any materials, supplies or equipment valued at less than \$750. Such purchases can be charged to the Parish’s account via a requisition, or made with a Parish credit or purchase card.

Requisitions for pick-up items are prepared by the requesting department and include a general description of the item(s) needed. Such description may also indicate other related supplies, materials or parts which may be needed in addition to the pick-up item(s). The requesting department will be responsible for immediately notifying the Department of Procurement that related items need to be added to the requisition. The requesting department shall include an estimated price for the item(s), or a “not to exceed” amount if related, add-on items will also be purchased. Add-on related items cannot exceed \$250.

At the time of pick up, the employee is required to call the Department of Procurement and provide detailed pricing for each item purchased and a grand total for all items picked up. The employee who picks up the item must sign the store receipt which indicates that the items were received. The Department of Procurement will issue a PO





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number which the employee will provide to the merchant while still at the pickup location. The employee shall return the store receipt to the authorized person in his/her requesting department.

3.2 Purchase Orders

The purchase order (PO) is a legal document authorizing the purchase of and subsequent payment for materials, supplies, equipment, construction, repairs and services. The PO number is the control and reference number.

Purchases shall not be made without a PO being issued. Service providers shall not be given approval to initiate work by a department/office/agency unless a PO has been issued and provided to the requesting department.

After-the-fact purchases of materials, supplies, equipment, or services that are not supported by an authorized requisition and PO will not be routinely paid. Additionally, the employee may be personally responsible for payment and/or a written reprimand. The Department of Procurement will not process "after-the-fact" requisitions/invoices without the approval of the CAO or designee.

Annual (Blanket) Purchase Orders

Annual POs are used for goods or services which are used throughout the year but for which the specific time a good or service will be needed is unknown until circumstances require the purchase of those goods or services.

Requisitions for annual POs must be clearly marked as "annual," must contain a "not to exceed" amount, and must be submitted to the Department of Procurement no later than December of the preceding year. The cumulative amount of purchases made under annual POs shall be tracked by the requesting department. The requesting department is responsible for ensuring that the annual PO's "not to exceed" amount will not be exceeded prior to placing an order for goods or services.

Closing Purchase Orders

Departments are able to close any POs that have a remaining balance but are no longer needed due to the fact that the goods or services described on the PO have been fully satisfied/completed.

To close a PO the following process is used:

1. Any department that intends to close out an open PO will need to contact Accounts Payable in the Department of Finance. The requesting department will need to provide information related to the PO they intend to close, such as the PO number, vendor, and the remaining amount of the PO. Additionally, the requesting department will need to provide written justification as to why the PO should be closed.
2. If the request is found acceptable, Accounts Payable will close out the PO, unencumber the remaining balance, and confirm PO closure with the requesting department. If the request is deficient for any reason, Accounts Payable will request additional information from the requesting department prior to the closure.

Only individuals from the requesting department authorized to execute requisitions (i.e. Authorized Signers) are allowed to submit a PO closure request. A request for closing a PO should not be requested by any department unless the department is confident that:





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1. All goods or services have been received/completed
2. All backorders/substitutions/non-conforming goods are resolved
3. All vendor invoices are received.

The requesting department is responsible for ensuring that a PO closure is communicated accordingly to any individuals and/or vendors who need to be made aware the PO has been closed and can no longer be used, charged back, and/or invoiced against the PO.





4. Contracts / Agreements

4.1 Written Contracts

A written contract is a legally binding agreement that is entered into by two or more parties. A contract will be required based on the following goods or services and monetary contract value:

1. Professional Services - \$10,000 or greater
2. Non-Professional/Essential Services - \$10,000 or greater
3. Construction/Public Works - \$5,000 or greater
4. Service Agreements - Any amount
5. Land or Real Property - Any amount

To execute a contract, the following steps must be followed:

1. The requesting department shall generate contract requests via the Parish's contracting system (e-works). This process includes project initiation and authorization by the requesting department; solicitation (if applicable); and contract generation by the Department of Procurement.
2. After the contract documents have been generated, the Department of Procurement will secure the appropriate signatures from the vendor/service provider and Parish officials.
3. A PO will be issued once the contract has been fully executed by both the vendor/service provider and the Parish, and is received by the Department of Procurement. The requesting department will be given the PO number and authorization to issue the NTP at that time.
4. The Department of Procurement is responsible for the recordation of all contracts with the Clerk of Court's Office. The Clerk's Office returns copies of the recorded contract to the Department of Procurement to maintain in its file.
5. One copy of the contract will be sent to the vendor electronically and via USPS with the original purchase order, one hardcopy to the Department of Finance, and one electronic copy to the requesting department.

4.2 Contract Change Orders

Generally, a change order is used in construction contracts to add additional work to a project, to delete an aspect of a project, or to add additional days to complete a project. A change order can also be used to increase or decrease the compensation to be paid to the contractor. When a proposed addition or change order to an existing public work contract is outside the original scope of the contract, it must be either negotiated or let by public bid rather than by change order to an existing contract.

See the CAO Policy Manual for complete instructions on how to complete an authorized change order to a construction contract.

The need for a change order to a particular construction contract may result from one or more of the following:

1. An error or omission in the original contract;
2. Differing site conditions, which may have previously been unknown prior to construction, and may require a change in design or materials;
3. Adding a new specification at the direction of St. Tammany Parish;
4. Adding new items of work;





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5. Resolving a dispute;
6. Changing the sequence of work;
7. During the course of the project, additional features or options are perceived and requested;
8. The project manager or engineer discovers obstacles or possible efficiencies that require a deviation from the original plan;
9. Other contractual changes.

No work on the proposed change order shall be authorized or performed prior to completion of the steps stated in the CAO Policy Manual or prior to the completion and processing of all required documentation. The Department of Procurement is responsible for recording construction change orders when applicable.

4.3 Contract Amendments

A contract amendment is used in professional, non-professional, and/or essential services contracts. Contract amendments are used to expand the scope of work to a project, to delete or amend an aspect of a project, or to add additional days to complete a project. A contract amendment must be supported by the basis for the amendment, anticipated additional cost, analysis of cost reasonableness and the requesting department's written recommendation for the amendment. The Department of Procurement is responsible for recording contract amendments when applicable.

See the CAO Policy Manual for complete instructions on how to complete an authorized amendment to a service contract.

4.4 Contract Renewals

When a department/office/agency intends to continue service with a vendor/service provider, a contract renewal is required. It is the department's responsibility to monitor the contract term dates to ensure contract renewals are completed timely. Generally, renewing a contract requires correspondence by the requesting department and the vendor/service provider. This process should be initiated at least 30 days prior to the expiration of the existing term of service on the contract or agreement.

The following steps must be followed for a contract renewal:

1. The requesting department shall complete a "Contract Renewal Letter" confirming its intentions to renew the contract/agreement for a specified term and amount, and obtain the vendor/service provider's signature.
2. Upon securing the vendor/service provider's signature, a copy of the renewal letter should be kept on file with the requesting department, a copy provided to the Department of Procurement to be kept in the Procurement file, and a copy uploaded to the Parish's contract system (e-works), if applicable.
3. The contract renewal letter is attached to this manual for department/office/agency use as [Exhibit 9](#).

4.5 Contract Cancellations

A department/office/agency may request cancellation or termination of a contractor/service provider prior to the contract term or agreed upon task stated in the contract for various reasons. Some examples include: failure to perform, poor workmanship, lack of responsiveness to Parish requests, among others.





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In the event that the department/office/agency is considering cancelling a contract, the department/office/agency should document all examples, events, actions, conversations, etc. that lead to the department/office/agency's decision to cancel.

Before any action is taken by the department/office/agency, the Parish's Legal Department shall be contacted to discuss what course of action can or should take place. This will also ensure that the proper and legal process is followed.

4.6 Notice to Proceed

Notice to Proceed (NTP) is a notification letter from the Parish addressed to the contractor/vendor/service provider stating the date on which project work can begin. When a contract has officially been awarded, executed by both the Parish and the awarded contractor/vendor/service provider, and a PO issued by the Department of Procurement, a NTP can be issued by the department/office/agency.

The requesting department is responsible for issuing the NTP. Upon issuance and signature by the awarded contractor/vendor/service provider, a copy of the NTP should be kept on file with the requesting department, a copy provided to the Department of Procurement to be kept in the procurement file, and a copy uploaded to the Parish's contract system (e-works), if applicable. A template of a NTP letter is attached as [Exhibit 10](#).

4.7 Service Agreements

A service agreement is a contract with a given company to provide maintenance service on a piece of equipment or facility for a period of time. Usually agreements are let on an annual basis at a set monthly fee. To obtain an agreement on a particular piece of equipment or facility, the requesting department shall submit to the Department of Procurement a memorandum with the complete description of services required, and the equipment to be serviced and manufacturer's information.

The Department of Procurement will determine the feasibility and cost effectiveness of obtaining a service agreement on the equipment. Service agreements should not be signed by any department/office/agency without first consulting with the Legal Department and receiving the proper authorization from the CAO.

4.8 Lease Agreements

A lease agreement is a contract between a lessor and lessee that allows the lessee the right to the use of a property owned or managed by the lessor for a period of time. During the lease period, the lessee is responsible for the condition of the property. Lease agreements should not be signed by any department/office/agency without first consulting with the Legal Department and receiving the proper authorization from the CAO.

4.9 Sub-Recipient Agreements (SRAs)

Sub-recipients (sometimes referred to as "sub-grantees") are entities or individuals that are provided grant funds by St. Tammany Parish Government (the grantee) for their use in carrying out agreed-upon, eligible activities. Any department/office/agency that is considering using an SRA should contact the Legal Department and Department of Grants to discuss whether an SRA is appropriate.





4.10 Cooperative Endeavor Agreement

Cooperative Endeavor Agreements (CEAs) memorialize the expenditure or transfer of public funds or property and must be based on a legal obligation or duty evidenced in a valid statute, ordinance, charter or contract. The expenditure must be for a public purpose and must create a public benefit proportionate to its cost. Any department/office/agency that is considering entering into a CEA should contact the Legal Department to discuss whether a CEA is appropriate.

Any contract/agreement will require a requisition and PO where monetary value is involved. The department/office/agency must account for this requirement in the overall process when a contract/agreement is executed.





5. Project Types

5.1 Public Works

Public works projects are defined as the erection, construction, alteration, improvement or repair of any public facility or immovable property owned, used or leased by a public entity.

1. If the estimated cost is less than \$5,000, the lowest price is awarded by attempting to obtain a minimum of three written or emailed quotes.
2. If the estimated cost is at least \$5,000 but less than \$150,000, the lowest price is awarded by attempting to obtain a minimum of three written or emailed quotes and shall be let by standard Parish contract through the Parish’s contracting system (e-works).
3. If the estimated cost is \$150,000 or greater, it must be advertised in the official journal and opened by sealed bid by the public entity and let by standard Parish contract through the Parish’s contracting system (e-works).

Contracts will be awarded to the lowest responsible and responsive bidder who bid according to the bidding documents. The basic requirements for public works projects based on these amounts are illustrated below:

<i>Estimated Project Cost</i>	<i>Competition</i>	<i>Insurance</i>	<i>Bonding</i>		<i>State License</i>	<i>Written Contract</i>	<i>Employee Verification</i>
			<i>Bid Bond</i>	<i>Payment & Performance Bond</i>			
\$0 - \$5000		•					•
\$5,000 - \$24,999	Attempt to obtain 3 quotes	•				•	•
\$25,000 - \$49,999	Attempt to obtain 3 quotes	•	5% Bid Bond may be req'd	Mandatory 100% P&P Bond req'd		•	•
\$50,000 - \$149,999	Attempt to obtain 3 quotes	•	5% Bid Bond may be req'd	Mandatory 100% P&P Bond req'd	•	•	•
\$150,000 and up	Advertised and Bid	•	5% Bid Bond req'd	Mandatory 100% P&P Bond req'd	•	•	•





5.2 Professional Services

Professional Services means work rendered by an independent contractor who has a professed knowledge of some department of learning or science used by its practical application to the affairs of others or in the practice of an art founded on it, which independent contractor shall include but not be limited to doctors, dentists, psychologists, certified advanced practice nurses, veterinarians, architects, engineers, land surveyors, landscape architects, accountants, actuaries, planners, demographers and claim adjusters. A profession is a vocation founded upon prolonged and specialized intellectual training which enables a particular service to be rendered. The word “professional” implies professed attainments in special knowledge as distinguished from mere skill. [Definition provided by LA. R.S. 39:1484]

The general procedures for professional services are:

1. All professional services in the amount of \$10,000 or more shall be let by standard Parish contract generated via the Parish’s contracting system (e-works).
2. All professional services less than \$10,000 do not require a Parish contract and are processed by the department submitting a requisition.
3. If the project is estimated to be less than \$350,000, the department shall select from the Pre-qualified Professional Services List (PPSL) depending on the category of service for the work to be performed applicable to the project.
4. If the project is estimated to be \$350,000 or greater or the professional services discipline required for the project is not on the PPSL list of categories, the requesting department will proceed with soliciting a project by either RFP or RFQ.

See CAO Policy Manual for complete instructions on the selection of vendor for a professional services contract.

5.3 Non-Professional / Essential Services

Non-Professional/Essential Services are typically service providers used by the Parish throughout the year. Some examples of these types of services include but are not limited to: window cleaning, grounds (lawn) maintenance, termite/pest control, janitorial services, generator and/or A/C maintenance, and elevator maintenance.

The general procedures for Non-Professional/Essential Services are:

1. All non-professional services in the amount of \$10,000 or more shall be let by standard Parish contract generated via the Parish’s contracting system (e-works).
2. All non-professional services less than \$10,000 do not require a Parish contract and are processed by the department submitting a requisition.

When an RFP or RFQ is being issued:

1. The requesting department shall prepare and provide to the Department of Procurement a list of those individuals designated by the department as the Evaluation Committee (EC), who will evaluate the RFP/RFQ submissions. Upon receipt of the submissions, the EC will perform their evaluations of the respondents’ submissions.
2. Upon receipt and review of the completed evaluations by the EC, the requesting department will complete and indicate the recommended vendor based on evaluation results.





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3. The CAO will confirm the vendor to be awarded on the Vendor Selection Form and return to the requesting department.
4. The requesting department will upload the approved Vendor Selection Form to e-works (if applicable) upon receipt from the CAO office.





6. Additional Information / Other Requirements

6.1 Advertisements

When a public works project requires advertisement, it must be advertised in the Parish’s official journal. Advertising in a paper with a larger circulation may be required, or multiple advertisement cycles may be required. Notifications are also made on the Parish’s website, and/or on the Parish’s electronic bidding system. However, use of electronic bidding and website postings do not eliminate the need for advertising in the official journal.

The advertisement shall be published once a week for 3 different weeks in the official journal. The first advertisement shall appear at least 25 days before the opening of bids. The first publication of the advertisement shall not occur on a Saturday, Sunday or legal holiday. Plans and specifications must be available to bidders on the day of the first advertisement and until 24 hours before the bid opening date. When attendance by bidders is mandated at a pre-bid conference, the date, place, and time of the pre-bid conference shall be stated in the first advertisement.

6.2 St. Tammany Parish Government Website

Notice of all competitive solicitations shall be posted to the Parish’s website, www.stpgov.org. Addenda shall also be promptly posted on the Parish’s website. The Department of Procurement is responsible for uploading to the website. Publishing solicitations on the Parish website does not eliminate the requirement to advertise in the Official Journal.

6.3 Public Opening of Advertised Solicitations

All advertised solicitations shall be publicly opened and read aloud. A representative of the Parish shall be present at each public opening.

6.4 Electronic Bidding

Political subdivisions must allow for the electronic submission of bids. Public entities shall have the option to require that all bids be submitted electronically for any competitive bid let out for public bid. Public entities must include all bid documents as defined in R.S. 38:2211(A)(1), on the electronic website accepting the electronic bids. Use of an electronic bidding system does not eliminate the requirement to advertise in the official journal.

6.5 Addenda

The Department of Procurement is responsible for taking questions from contractors/vendors during the solicitation/advertising phase of a project. Answers will be published by “addenda.” Each addendum published shall contain the original question as well as the Parish’s response. All vendors who obtained bid or solicitation packages shall be provided with all addenda.





6.6 Extending the Bid or Solicitation Period

Bid period may be extended up to 30 days through the issuance of an addendum without the requirement of re-advertising; however, if the addendum is issued within 72 hours of the advertised time of opening bids, opening of bids is extended for at least 7 but not more than 21 working days without the requirement of re-advertising. The addendum shall state the revised time and date of opening bids. A copy of the addendum shall be sent by regular mail or email to all prime bidders who have requested bid documents.

6.7 Time Limits

Upon receipt of bids for a public works project, the Parish has 45 days to either accept the lowest responsible bidder or reject all bids. If the contractor has provided all necessary documents to the Parish within ten days of the opening of bids and no bid challenge has been submitted to the Parish, the contractor and the Parish shall execute the contract not later than 45 days from the Parish's acceptance of the lowest responsible bid. The awarded contractor is notified by the Department of Procurement within 45 days.

Upon execution of the contract, the Parish, within 30 days thereafter, shall issue to the contractor a NTP. However, upon mutual, written consent by both parties, the NTP may be extended for one or more 30 day periods.

6.8 Bonding Requirements

Bid Guarantee

A bid guarantee shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of his bid, execute such contractual documents as may be required within the time specified. Contractors may be required to submit a bid bond in the amount of five (5) percent of the bid amount on projects of \$25,000 or more. A five (5) percent bid bond is mandatory for public works projects of \$150,000 or more.

Payment and Performance Bonds

Contractors are required to submit a Payment and Performance Bond of not less than 100 percent of the project cost for public works projects costing \$25,000 or more. Payment Bond is a bond which assures payments, as required by law, to all persons supplying labor or material for the completion or labor and materials bond, of work under the contract. Performance Bond is a contract of guaranty executed subsequent to award by a successful bidder to protect the Parish from loss due to contractor's inability to complete the contract as agreed.

6.9 State License Requirements

Contractors are required to hold an appropriate State Contractors License to perform public works projects valued at \$50,000 or more.





7 Surplus Property

7.1 Surplus Property

The Department of Procurement will contact various departments annually to confirm if departments have any materials/equipment that they deem no longer serviceable, obsolete, and/or no longer needed. The Department of Procurement will compile a list and ultimately enter as a resolution for Parish Council approval.

Once the items are approved through Council resolution, the items are then considered surplus property and are offered for sale to the public by the Parish. A sale of the surplus property is scheduled via public auction through an auction house designated by the Parish.

If a department needs to have furniture or equipment moved, the department should contact Facilities Management and also notify the Department of Procurement of their request. The items will normally be offered to other departments before being offered for sale to the public.

All surplus items will be handled by the Department of Procurement and disposed of through a public auction process. Departments do not have the authority to dispose of Parish surplus property. Surplus items cannot be donated or given to another organization or individual, nor can Parish employees purchase Parish surplus property.

