

**HOW TO DO BUSINESS WITH  
THE  
STATE OF LOUISIANA  
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

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## INTRODUCTION

This manual is intended to acquaint vendors with the Louisiana Department of Transportation and Development's procurement process. Procurement is a major activity for the State, and the system is designed to ensure a fair and equitable treatment of all persons who participate in the procurement process. You are an important element in this process and your participation is crucial to the success of existing and new programs. We encourage you to visit our website often for any additional updates which may have been added.

This manual is provided as a general guideline to help you understand some of the processes. Nothing contained herein shall be construed to amend or override any Revised Statute, Louisiana Administrative Code, Executive Orders, rules, regulations, policy or procedures of the State of Louisiana, or the provision of any document used in any competitive procurement.

The Louisiana Department of Transportation and Development reserves the right to modify this manual without prior notice and without issuance of such notification. You are encouraged to visit our office. An appointment made in advance will enable productive utilization of time for both parties. Review the Procurement Staff list to determine which Procurement Specialist or Procurement Manager handles the commodities or service you are interested in and contact them to set up an appointment. The Staff List provides telephone numbers, E-mail addresses and their commodities.

Any "qualified individual with a disability" as defined by the Americans with Disabilities Act who wishes to attend a scheduled meeting or has submitted a bid and desires to attend the bid opening, must notify this office in writing, not later than seven days prior to the meeting or bid opening date, of their need for special accommodations. If the request cannot be reasonably accommodated, the individual will be informed prior to the meeting or bid opening.

If we can be of any service to you, please do not hesitate to contact our office.

**TYPES OF COMMODITIES  
PURCHASED BY THE  
LOUISIANA  
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

Commodities purchased by the Louisiana DOTD Procurement Section fall into two categories, either exempt commodities or non-exempt commodities.

**EXEMPT COMMODITIES**

Exempt Commodities are defined in R.S. 39:1572 as materials and supplies that will become a component part of any road, highway, bridge or appurtenance thereto. These commodities are exempt from the Office of State Purchasing and the regulations of the Commissioner of Administration. Exempt Commodities are governed by the rules and regulations promulgated by the Secretary of the Department of Transportation and Development.

**NON-EXEMPT COMMODITIES**

Non-Exempt Commodities are defined as materials and supplies that will not become a component part of any road, highway, bridge or appurtenance thereto. These commodities are subject to the requirements of the Office of State Purchasing and the regulations of the Commissioner of Administration.

**DELEGATION OF PURCHASING AUTHORITY**

The Director of State Purchasing has delegated a \$5,000.00 purchasing authority to the Department of Transportation and Development covering non-exempt commodities.

The DOTD Procurement Section has an unlimited purchasing authority for exempt commodities.

**DOTD RULES AND REGULATIONS**

**The Department of Transportation and Development Rules and Regulations are found on this website in their entirety. These rules and regulations will explain the DOTD procurement procedures.**

**The DOTD Rules and Regulations have been promulgated by the DOTD Secretary and are found in the Louisiana Administrative Code, Title 70:XXIII, Chapter 3 and were published in the Louisiana Register, Volume 29, No. 04, on April 20, 2003.**

# STATUTES AND REGULATIONS GOVERNING PROCUREMENT

## BY THE

### LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

Purchasing operates under the authority of numerous Revised Statutes, Executive Orders, and Administrative Codes pertaining to purchasing procedures. The most important of these are listed below:

R. S. 39:196 - 200	Data Processing
R. S. 39:1551 - 1736	La. Procurement Code
R. S. 39:1751 - 1755	Telecommunications
R. S. 42:1101 – 1170	La. Code of Governmental Ethics
R. S. 43	Printing
La. Administrative Code (Title 34)	DOA Rules and Regulations
La. Administrative Code (Title 70:XXIII Chapter 3)	DOTD Rules and Regulations
R. S. 48:205 - 208	Exempt Commodity Purchasing Procedures, Emergency Purchase Procedures, etc.
Executive Order No. BJ 2010-16	Small Purchase Procedures
DOA PPM 51	Contracts for Maintenance, Equipment and Services

## **VENDOR REGISTRATION**

All vendors interested in doing business with the State of Louisiana, Department of Transportation and Development, through the procurement process are encouraged to register on-line in LaGov at [https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest\\_user=self\\_reg](https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg) accessible from the following website: <http://www.doa.louisiana.gov/osp/> Once you are enrolled, you have the ability to manage your account and update your information at any time from this link <https://lagoverpvendor.doa.louisiana.gov/irj/portal>

If you have any questions or need assistance with vendor registration, contact the Office of State Purchasing, Vendor Enrollment Section, at telephone (225) 342-8010.

## **EQUAL OPPORTUNITY REQUIREMENT**

The Department of Transportation and Development is an equal opportunity employer and looks to its contractors, subcontractors, vendors and suppliers to take affirmative action to effect this commitment in its operations. By submitting and signing a bid, the bidder certifies that he agrees to adhere to the mandates dictated by Title VI and VII of the Civil Rights Act of 1964 as amended; the Vietnam Era Veterans Readjustment Assistance Act of 1974; Section 503 of the Rehabilitation Act of 1973, Section 202 of Executive Order 11246 as amended and the Americans with Disabilities Act of 1990. By signing a bid form, the bidder agrees that he will not discriminate in the rendering of services to and/or employment of individuals because of race, color, religion, sex, age, national origin, handicap, disability, veteran status, or any other non-merit factor. Bidder further agrees to keep informed of and comply with all Federal, State, and local laws, ordinances and regulations which affect his employees or prospective employees.

## **PROCUREMENT METHODS**

The procurement methods are listed in the DOTD Rules and Regulations which can be found on this website.

For clarifications or more detailed explanations, please contact the DOTD Procurement Section at (225)379-1444.

## **ETHICS STATEMENT**

All public purchasers are required to adhere to the ethical standards for public servants. Care must be exercised to avoid impropriety. The Code of Governmental Ethics is covered by Louisiana RS 42:1101-1170.

All vendors doing business with the Department will be expected to adhere to the same Code of Ethics as government employees in conducting business with DOTD. Care must be exercised to avoid impropriety.