

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

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Charlotte Garrison, CPPB, DOTD Procurement Director
Jennifer Fontenot, CPPB, DOTD Assistant Procurement Director
Telephone: (225) 379-1444
Fax: (225) 379-1862

Mailing Address

LADOTD
Procurement Section, East Wing, Room EW S-447
P.O. Box 94245
Baton Rouge, LA 70804-9245

Physical Address

LADOTD
Procurement Section, East Wing, Room EW S-447
1201 Capitol Access Road
Baton Rouge, LA 70802

INTRODUCTION

This manual is intended to acquaint vendors with the Louisiana Department of Transportation and Development's (DOTD) 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. Vendors are an important element and vendor participation is crucial to the success of existing and new programs. Please visit the DOTD Procurement website often for updates and additional information that may be 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. Vendors are encouraged to visit the DOTD Central Procurement Office. An advanced appointment is highly recommended as this will provide for a more productive utilization of each parties' time. The Procurement Staff Listing is available for review and provides a list of each Procurement Specialist and Manager on staff as well as their specified commodities, telephone numbers and email addresses.

If the DOTD Central Procurement Office can be of any assistance 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 Central Procurement Office fall into two (2) categories, exempt or non-exempt commodities.

EXEMPT COMMODITIES

Per R.S. 39:1572, exempt commodities are defined 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 Procurement and the regulations of the Commissioner of Administration. Exempt commodities are governed by the rule 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 Procurement and the regulations of the Commissioner of Administration.

DELEGATION OF PURCHASING AUTHORITY

The Director of the Office of State Procurement has delegated a \$25,000 purchasing authority to the Department of Transportation and Development covering non-exempt commodities.

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

DOTD RULES AND REGULATIONS

The Department of Transportation and Development Rules and Regulations may be found on this website in their entirety. These rules and regulations 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 Part XXIII. 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 “Information Technology Procurement”
- R.S. 39:1550 – 1736 “Louisiana Procurement Code”
- R.S. 39:1751 – 1755 “Telecommunications Procurement”
- R.S. 42:1101 – 1170 “Louisiana Code of Governmental Ethics”
- R.S. 43 “Printing”
- R.S. 48:205 – 208 “Exempt Commodity Purchasing Procedures, Emergency Purchase Procedures, etc.”
- Louisiana Administrative Code (Title 34) “DOA Rules and Regulations”
- Louisiana Administrative Code (Title 70: Part XXIII) “DOTD Rules and Regulations”
- Executive Order No. JBE 2017 – 18 “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?quest_user=self_reg.

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>. By enrolling as a vendor, you will receive automatic email notifications of all solicitations and addenda that are posted to LaPAC (Louisiana Procurement and Contract Network) by the Office of State Procurement and other governmental agencies in your selected commodity classes. There is currently no fee for enrollment.

You can search in LaPAC, <https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubMain.cfm>, for solicitations by bid category (commodity groups), by department, bid number, or open bids. You may view the complete bid documents on line and those of interest can be printed and submitted by mail.

Registered vendors must submit a Federal W-9 form, Request for Taxpayer Identification Number and Certification prior to receiving an award. You will be notified when this is required.

If you have any questions or need assistance with vendor registration, contact the Office of State Procurement, Vendor Enrollment Section, at telephone (225) 342-8010 or e-mail your inquiries to vendr_inq@la.gov.

If you find that your company is not receiving any bids or e-mail notifications of solicitations, you may not be enrolled in the correct commodity class or may have an incorrect e-mail address on file. The commodity class drives the electronic bid list. Companies can bid in a commodity class other than the ones designated on their on-line registration; however, they are responsible for requesting the solicitations.

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 vendor agrees to EEOC compliance and certifies that they agree to adhere to the mandates dictated by Title VI and VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246, as amended, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and to abide by the requirements of the Americans with Disabilities Act of 1990.

Vendors agree not to discriminate in their employment practices, and will render services under any contract entered into as a result of the solicitation without regard to race, color, religion, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by a vendor, or failure to comply with these statutory obligations when applicable, shall be grounds for termination of any contract entered into.

Vendors further agree to keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect their employees or prospective employees.

SPECIAL ACCOMODATIONS

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 (7) 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.

PROCUREMENT METHODS

The procurement methods used by the DOTD Central Procurement Office are listed in the DOTD Rules and Regulations found on this website.

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

CODE OF GOVERNMENTAL ETHICS

All public purchasers are required to adhere to the ethical standards of public servants in accordance with R.S. 42:1101-1170.

All vendors doing business with the Department are expected to adhere to the same Code of Ethics as government employees in conducting business with the DOTD.

Care must be exercised by both public purchasers and vendors to avoid any impropriety.

EXCLUSIONS

The DOTD Central Procurement Office is not responsible for purchases associated with the Letter Bid Process.