

Vendor Center Introduction

This introduction is intended to acquaint you with the procurement process. It will provide you with the members of the DOTD Procurement Staff, rules and regulations and other areas of interest.

Authority and Duties of the Commissioner of Administration (R. S. 39:1561)

The Commissioner shall have the authority and responsibility to promulgate rules and regulations governing the procurement, management and control of any and all supplies, services and major repairs required to be procured by the State. The Commissioner shall have the power to audit and review the implementation of the procurement regulations and requirements.

Authority of the State Director of Purchasing (R. S. 39: 1564)

The Director serves as the Central Procurement Officer of the State. The Director shall:

- Supervise the procurement of all supplies, services and major repairs needed by the State
- Exercise supervision over all inventories of warehoused supplies belonging to the State
- Establish and maintain programs for the inspection, testing and acceptance of supplies and major repairs

Delegation of Purchasing Authority (R. S. 39:1566)

The Director of State Purchasing may delegate authority to any governmental body as the Director may deem appropriate within the limitations of State Law and the State Procurement Regulations.

Statutes Governing Procurement

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

Exemptions (R. S. 39:1572)

Exemption from Central Purchasing and Regulations of Commissioner.

Procurement of the following items or by the following governmental bodies shall not be required through the Central Purchasing Agency, but shall nevertheless be subject to the requirements of this Chapter and such regulations as may be promulgated by the head of such governmental body:

The Department of Transportation and Development, for procurement of materials and supplies that will become a component part of any road, highway, bridge, or appurtenance thereto.

State Procurement Regulations (R. S. 39:1581)

Regulations promulgated by the Commissioner in accordance with the Administrative Procedure Act shall govern all procurements by all governmental bodies except for:

Regulations promulgated by the Secretary of the Department of Transportation and Development governing procurement of materials and supplies that will become a component part of any road, highway, bridge, or appurtenance thereto.

Authority of the DOTD Procurement Director (R. S. 48:205)

The DOTD Procurement Director serves as the Chief Purchasing Agent for the Department of Transportation and Development.

DOTD Regulations

The Department of Transportation and Development is also governed by the Secretary's Policy and Procedure Memoranda regarding purchasing procedures as listed below:

PPM 42 Acquisition of All Computer-Related Technologies, Including Hardware and Software

PPM 54 Cellular Telephone Policy

EDSM.V.4.1.2 Use of Proprietary or Sole Source Products on Construction and Maintenance Projects

Exclusions

The Procurement Section is not responsible for procurement of professional, personal, consulting and social services.