

# State Contracts

---

## PO Type: SC – State Contract

Purchase Order is issued to Vendor.

## I. Overview

State Contracts are term agreements created by the **Division of Administration, Office of State Procurement**. They cover materials, supplies, and equipment and **do not require competitive bidding**. These contracts are accessible via **LA-eCat**, the state's electronic procurement portal.

## When to Use State Contracts

State Contracts should be used **only when**:

- Items are **not available** from the **University Warehouse** or **University Print Shop**
- The items correspond to those listed in the state contract catalog.

## II. Procurement Exceeding \$25,000 – LaPS Procedures

For purchases over **\$25,000** using **LaPS** (Louisiana Pricing Schedules), as described in **LAC 34:1709**: LaPS refers to brand-name, LaMAS, or multi-state contracts. When similar items are offered on multiple LaPS contracts, the following **best-value solicitation process** must be followed:

## III. Request for Responses (RFR) Process

1. **Create an RFR**, including:
  - **Performance-based statement of work**, outlining:
    - Scope, location, period, deliverables, standards, acceptance criteria, special requirements, and generic product descriptions.
  - If applicable, **vendor submittals** for project plans and experience.
  - **Price quote request**, stating that pricing cannot exceed contract rates.
  - **Best-value criteria**, such as:
    - Item lifespan
    - Environmental/energy performance
    - Technical qualifications
    - Delivery terms
    - Warranty
    - Maintenance
    - Administrative overhead
    - Compatibility

- User familiarity
2. **Issue RFR** to at least **three (3)** LaPS contract holders offering equivalent products/services.
  3. **Evaluate Responses and Award Contract:**
    - Award to the **best-value**, responsive, and responsible vendor.
    - Preference given to **certified small entrepreneurs** or **emerging businesses** when prices are equal.
    - Document vendor evaluation, selection rationale, and final cost in procurement files.
    - **Prohibit artificial splitting** of orders to avoid LaPS thresholds.
    - **Note:** This process **does not affect** requirements for IT-10 submissions or IT budget processes for state-level IT procurements.

#### IV. Recordkeeping

Maintain the following in the purchase file:

- RFR documents
- List of vendors solicited
- Submitted responses
- Evaluation summary and scoring
- Rationale for selected vendor
- Copy of resulting Purchase Order

#### V. Reference Resources

- **LA-eCat** search tool
- State Contracts registry on the Office of State Procurement website