

Non-Competitive Purchases

In accordance with Executive Order No. JML 25-104

PO Type: NC – Non-Competitive

Purchase Order is issued to vendor

The following are required to complete the procurement process:

- A Requisition must be entered in Banner. The Quote Number, Estimate Number, or Invoice Number should be included in the Document Text section of the Requisition.
 - A copy of the quote, estimate, or invoice must be emailed to Purchasing at purchasing@nsula.edu for review and approval.
 - Purchasing will issue an Official Purchase Order and email it to the vendor.
 - The requesting department will complete on-line receiving once items have been delivered.
 - The original invoice or receipt must also be sent to Business Affairs – Accounts Payable for payment to be processed.
-

Section 5: The following items are considered small purchases and may be procured in the following manner:

A. No competitive process is required for the following items:

1. Repair parts for equipment obtained from the original equipment manufacturer or an authorized dealer. A Louisiana authorized dealer shall be used if practicable. This provision does not apply to the stocking of parts.
2. Equipment repairs obtained from the original equipment manufacturer or an authorized dealer. A Louisiana authorized dealer shall be used if practicable.
3. Vehicle repairs not covered by a competitive state contract or the state fleet maintenance repair contract obtained from an authorized dealer. A Louisiana authorized dealer shall be used if practicable.
4. Vehicle body repairs covered by insurance recovery and in accordance with insurance requirements.
5. Livestock procured at public auction or from an individual which has purebred certification approved by the Department of Agriculture & Forestry.
6. Purchasing or selling transactions between state budget units and other governmental agencies.
7. Publications, including electronic publications, subscriptions, and web-based subscription services, and/or copyrighted materials purchased

directly from the publisher or copyright holder.

8. Publications and/or copyrighted materials purchased by libraries or text rental stores from either subscription services or wholesale dealers which distribute for publishers and/or copyright holders.
9. Public utilities and services.
10. Prosthetic devices, implantable devices, and devices for physical restoration which are not covered by a competitive state contract.
11. Non-customized training, including educational instructor fees, and related resources (except equipment) used to enhance the performance of state employees and good standing of state agencies, including memberships in and accreditations by professional societies and organizations.
12. Procurements for clients of blind and vocational rehabilitation programs not covered by competitive state contract which are federally funded at a rate of at least 78.7%, regulated by Title 34, Parts 361,363,370, and 395 of the Code of Federal Regulations, and in accordance with OMB Circular A-102.
13. Materials, supplies, exhibitor fees, and exhibit booths for conferences, seminars, and workshops, or similar events (business, educational, promotional, cultural, etc.) for participation in promotional activities which enhance economic development or further the department's mission, duties and/or functions, with the approval of the department secretary, or agency equivalent, if not covered by competitive state contract.
14. Wire, related equipment, time and material charges to accomplish repairs, adds, moves, and/or changes to telecommunications systems not exceeding \$2,500.
15. Working class animals trained to perform special tasks, including but not limited to, narcotics detection, bomb detection, arson investigation, and rescue techniques.
16. Food, materials, and supplies for teaching and per course training not exceeding \$60,000 where the purchasing, preparing, and serving of food are part of the regularly prescribed course.
17. Renewal of termite service contracts.
18. Purchase of supplies, operating services, or equipment for the Louisiana Department of Health, Office of Aging and Adult Services, Traumatic Head and Spinal Cord Injury Trust Fund Program. Although competitive bidding is not required under this paragraph, whenever practicable, three (3) quotations from bona fide, qualified vendors should be obtained. Whenever possible, at least one (1) of the bona fide, qualified vendors shall be a certified small entrepreneurship or a certified veteran owned small entrepreneurship.
19. Purchasing of clothing at retail necessary to individualize clients at state developmental centers in compliance with Federal Regulations for

Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IID).

20. Health insurance for the managers of Randolph-Sheppard programs, as defined by 20 U.S.C. §107, et seq., and paid from income generated by unmanned vending locations.
 21. Purchases made to resell as part of a merchandising program with the written approval on file from the secretary of the department, or agency equivalent, when it is not practical or feasible to obtain competitive price quotations.
 22. Commercial Internet Service not exceeding \$1,500 per subscription per year.
 23. Advertising, where permitted by law and the head of an agency or designee certifies that specific media is required to reach targeted audiences.
 24. Scientific and laboratory supplies and equipment when procured by colleges and universities for laboratory or scientific research not to exceed \$60,000 per transaction.
 25. Publication of articles, manuscripts, etc. in professional scientific, research, or educational journals/media and/or the purchase of reprints.
 26. Livestock sperm and ova.
 27. Royalties and license fees for use rights to intellectual property, such as but not limited to: patents, trademarks, service marks, copyrights, music, artistic works, trade secrets, industrial designs, domain names, etc.
 28. Equipment moves by the original equipment manufacturer or authorized dealer to ensure equipment operation to original equipment manufacturer specifications, calibration, warrant, etc., not to exceed \$60,000 per transaction.
 29. Mailing lists.
 30. Art Exhibition rentals and/or loan agreements and associated costs of curatorial fees, transportation, and installation.
 31. Registered breeding stock whose purchase price and quality has been approved by the Commissioner of Agriculture and Forestry and a specialist of Louisiana State University to be designated by the head of the College of Agriculture.
 32. Other livestock whose purchase price and quality has been approved by the Commissioner of Agriculture and Forestry, provided that the cost per head does not exceed \$1,500, and
 33. Parcel Services, including but not limited to Federal Express, United Parcel Service, Airborne Express, and Express Mail, when not covered by a competitive state contract.
- B. For the following items, when the purchase is in excess of the limit prescribed by Section 4 (A) of this Order, telephone, written, or facsimile price quotations

shall be solicited, where feasible, from at least three (3) bona fide, qualified vendors. Whenever possible, at least one (1) of the bona fide, qualified vendors shall be a certified small entrepreneurship or a certified veteran owned small entrepreneurship.

1. Farm products including, but not limited to, fresh vegetables, milk, eggs, fish, or other perishable foods, when it is determined that market conditions are unstable, and the competitive sealed bidding process is not conducive for obtaining the lowest prices;
2. Food, materials, and supplies needed for:
 - a. Operation of boats and/or facilities in isolated localities where only limited outlets of such supplies are available and the cost of the food, materials, and supplies do not exceed \$25,000; and/or
 - b. Juvenile detention homes and rehabilitation facilities/homes where the number of inmates, students, or clients is unstable and unpredictable.
3. Convention and meeting facilities including security services if applicable, provided that any associated food or lodging must be in accordance with Policy & Procedure Memorandum No.49 General Travel Regulations;
4. Gasoline and fuel purchases not covered by competitive state contract.
5. Equipment for blind-operated facilities not covered by competitive state contract.
6. Feed commodities, including but not limited to soybean meal, cottonseed meal, and oats.
7. Seed commodities, including but not limited to rye grass, soybean seed, corn seed, cotton seed, etc. as well as related fertilizers, herbicides, insecticides, and fungicides when not covered by competitive state contract.
8. FAA PMA approved aircraft parts and/or repairs, inspections, and modifications performed by an FAA-certified mechanic and/or at an FAA certified repair station in accordance with FAA requirements with approval by the head of the agency or head of Office of Aircraft Services, Division of Administration.
9. Air and bus charters in accordance with PPM 49, including group travel that does not qualify for commercial rates available to individual travelers.
10. Labor and Material contracts, not to exceed \$60,000. Agencies shall comply with state law regarding contractor licensing when procuring these contracts and will ensure the license of the contractor selected matches the scope of work of the contract.

Section 6: In the absence of a good faith business basis, no purchase or procurement shall be artificially divided within a cost center, or its equivalent, to avoid the competitive process or the solicitation of competitive sealed bids.

Section 7: All department, commissions, boards, offices, entities, agencies, and officer of the state of Louisiana, or any political subdivision thereof are authorized and directed to cooperate in the implementation of this Order.