

# FAQ's: Frequently Asked Questions

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## SMALL PURCHASES

### 1. Who has authority to make a purchase on behalf of the University?

- Purchasing authority for goods and services up to \$5,000 is delegated by the Director of Purchasing to Deans, Directors, and Department Heads.
- All purchases must comply with university purchasing policy; otherwise, the individual making the purchase may be personally responsible for payment.
- A completed requisition form is generally required for all supplies, materials, equipment, and services purchased from off-campus vendors. Certain purchases, regardless of dollar amount, may have additional requirements to ensure compliance with applicable laws and policies.
- Employees who are not authorized budget unit heads should consult with their department head before making any purchase.

### 2. What documentation is required to make a purchase?

- Documentation will depend on the type of expenditure and the total dollar amount.
  - For expenses that are less than \$30,000 a department will complete the following steps:
    - Enter a requisition per the quote, estimate, or invoice.
    - Submit the quote, estimate, or invoice to the Purchasing Department at [purchasing@nsula.edu](mailto:purchasing@nsula.edu) for review and approval.
    - Purchasing will process and submit the purchase order to the vendor.
    - All original invoices and receipts must be sent to Business Affairs Account Payable for payment to be processed.
    - Once all items have been delivered, the department will complete on-line receiving.
  - For expenses over \$30,000 to \$60,000 a department will complete the following steps:
    - Obtain 3 quotes from three separate vendors and complete the Telephone Quotation Tabulation Form (this form can be found on the Purchasing website under General Forms).
    - Enter a requisition per the lowest quote.
    - Submit the completed and signed Telephone Quotation Tabulation Form and the lowest quote to the Purchasing Department at [purchasing@nsula.edu](mailto:purchasing@nsula.edu).
    - Purchasing will process and submit the purchase order to the vendor.
    - All original invoices and receipts must be sent to Business Affairs Account Payable for payment to be processed.
    - Once all items have been delivered, the department will complete on-line receiving.

- For expenses over \$60,000 need to be competitively bided out as a Sealed Bid. Please review the Sealed Bid process on the Purchasing website and contact the Purchasing Department for further instructions.

3. Will the justification from a previous sole source purchase suffice for the next request/order for the same item or service?

- No, a new Sole Source Justification Form, along with a current letter from the vendor and an up-to-date price quote, must be submitted to verify that the sole source conditions still exist and that no competitors have entered the marketplace or established a distributor network.

4. How should we address a vendor who is not honoring the specified delivery date?

- If a vendor fails to meet the specified delivery date, the department should first contact the vendor to determine the cause of the delay and request a revised delivery schedule.
- If the issue is not resolved promptly or continues to recur, the matter should be referred to the Purchasing Department.
- Purchasing will review the situation and take appropriate action, which may include issuing a warning to the vendor, adjusting future procurement decisions, or pursuing remedies allowed under the purchase order or contract terms.

## PROFESSIONAL SERVICES

5. Who has authority to contract for Personal, Professional, Consulting, and Social Services?

- In accordance with LA R.S. 39:1595 1 (B), the names listed below have delegated signature authority for contract from Northwestern State University:
  - Mr. Rodney Wilson, Chief Financial Officer
  - Dr. Williams Drake Owens, Executive Vice President/Chief of Staff
  - Dr. Greg Handel, Executive Vice President and Provost
  - Ms. Jennifer A. Kelly, Executive Director of University Affairs
  - Ms. Laurie Morrow, Executive Director for Economic Development and Advancement
  - Ms. Reatha Cox, Vice President for the Student Experience and Dean of Students

## PUBLIC WORKS

5. Is there a specific procedure for requesting services that involve labor and materials for the construction or renovation of buildings, improvements to campus or other University properties, or contractor work needed for instruction or research?

- Requests for services involving labor and materials for the construction or renovation of buildings, improvements to campus or University properties, or contractor work related to instruction or research must be coordinated through the Northwestern Facility Planning Department or Northwestern Physical Plant Department.
- Approval from the State Fire Marshal may be required. Coordination is also necessary to ensure that proposed work complies with university design and safety standards and is appropriate for the facility or site. Any work affecting building structures or underground systems—such as computers, telephone, or utility lines—must be carefully reviewed to prevent damage or disruption.

## SEALED BIDS

6. Can a bid be accepted after the bid opening date and time?

- No, bids cannot be accepted after the official bid opening date and time.
- Once the deadline has passed, the bid file is considered closed, and late submissions are not eligible for consideration under State Procurement Code and University policy.
- All vendors must ensure that their bids are received by the Purchasing Department prior to the scheduled opening to be deemed responsive.

7. Must a pre-bid conference be advertised?

- Yes, when a pre-bid conference is required, it must be clearly stated in the bid advertisement and the solicitation documents.
- The notice should specify whether attendance is mandatory or optional and include the date, time, and location of the conference.
- This ensures all prospective bidders have equal access to information and the opportunity to participate in the bidding process.

8. How do I find information on a bid that has been posted?

- All bid solicitations are publicly posted on the Louisiana Office of State Procurement (OSP) LaPAC website at <https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubMain.cfm>.
- Departments and vendors may visit this site to view current and past bid opportunities, obtain bid documents, and review bid results once the opening has occurred.

- Additionally, information on university-specific solicitations may be obtained by contacting the Northwestern Purchasing Department.

## VENDORS

### 9. How should we address a vendor who is not honoring a contract or performing satisfactorily?

- If a vendor fails to honor the terms of a contract or is not performing satisfactorily, the department should first document the issue and attempt to resolve the matter directly with the vendor.
- If the problem persists or cannot be resolved, the department must notify the Purchasing Department in writing, providing details of the performance issue and any related correspondence.
- The Purchasing Department will review the situation and determine the appropriate course of action, which may include issuing a formal notice to the vendor, recommending contract termination, or reporting the vendor to the Office of State Procurement for potential placement on the State's Vendor Suspension or Debarment List.

### 10. How does a vendor register with the Louisiana Secretary of State?

- Vendors may register with the Louisiana Secretary of State by visiting the [geauxBIZ](https://geauxbiz.sos.la.gov/) portal at <https://geauxbiz.sos.la.gov/> .
  - Through this site, vendors can create an account, complete business registration, and obtain necessary certificates or filings required to operate within the State of Louisiana.
- Assistance and additional information are available on the Secretary of State's website or by contacting their Commercial Division.

## IT HARDWARE/SOFTWARE

### 11. When is it advisable to have a signed agreement for software or licenses and for software or hardware maintenance or support?

- A signed agreement should be in place before any software, license, maintenance, or support services are purchased or implemented.
- This ensures that the terms of use, support levels, maintenance obligations, licensing restrictions, and payment conditions are clearly defined and legally enforceable.
- Having a signed agreement protects the University, clarifies responsibilities, and ensures compliance with both State Procurement regulations and vendor requirements.
- Departments should work with IT and the Purchasing Department to review and execute all agreements prior to committing funds or installing software or hardware.