

A Guide to Procurement

The Orleans Parish School Board Purchasing/Ancillary Services Department releases Invitations to Bid (ITB or Bids) for all purchases of materials, supplies, equipment, and construction and public works projects based upon various dollar thresholds.

Professional services are obtained through the release of Requests for Proposals (RFP) or Requests for Qualifications (RFQ).

All ITB's, RFP's, and RFQ's are issued online at: <http://www.nops.k12.la.us/>, select Requests for Proposals & Vendor Registration or by going directly to the Purchasing Department at <http://www.nops.k12.la.us/pages/purchasing>.

Procurement by Competitive Bid: Pursuant to LA revised statute 38:2212, the OPSB will procure movables by competitive bid, with the transaction completed with, or the contract awarded to, the lowest responsive and responsible bidder. The competitive bid requirement applies to all means, including purchases, leases, lease-purchases, exchanges, and otherwise, by which the OPSB obtains needed movables and construction and public works services.

Committed Funding: VENDORS WILL NOT PROVIDE ANY MOVABLE PROPERTY OR SERVICE WITHOUT FUNDING COMMITTED IN ADVANCE BY SIGNED PURCHASE ORDER ISSUED BY THE PURCHASING/ANCILLARY SERVICES DEPARTMENT. SUCH UNFUNDED TRANSACTIONS ARE UNLAWFUL...

OPSB PURCHASING REQUIREMENTS

INVITATIONS TO BID (ITB OR BID)

Equipment, Materials, Supplies, Construction and Public Works are obtained by competitive bid and awarded to the lowest responsive and responsible bidder. Movables include materials, supplies, equipment, vehicles, software, communications devices and systems, unattached fixtures, and similar items. Construction and public works services means the erection, construction, alteration, improvement, or repair of any public facility or immovable property owned, used, or leased by a public entity.

Use The Table Below As A Quick Guide To Procurement:

| | MOVABLES | | | PUBLIC WORKS | |
|---|--------------------|---------------------------------------|------------------|---------------------------------------|-------------------|
| | LESS THAN \$10,000 | \$10,000 TO \$19,999 | \$30,000 OR MORE | LESS THAN \$150,000 | \$150,000 OR MORE |
| WRITTEN SPECIFICATION | Required | Required | Required | Required | Required |
| BID INVITATION & ADVERTISING | Not Required | Not Required | Required | Not Required | Required |
| COMPETITIVE BIDS | Not Required | Informal – at least 3 phone/fax/email | Formal | Informal – at least 3 phone/fax/email | Formal |

AN APPROVED PURCHASE ORDER IS MANDATED PRIOR TO ORDERING OR PURCHASING

A responsive bid is a bid submitted according to bid instructions. Responsive bids compete on an equal basis with other complying bids. They enable a fair and equal price comparison.

SERVICES - REQUEST FOR PROPOSALS (RFP)

The Purchasing/Ancillary Services Department places RFQ's online and advertises RFQ's and issues purchase orders once all legal requirements are met and contracts are signed.

Quick guide to RFP's

| PROFESSIONAL SERVICES RFQ | | | |
|----------------------------------|---------------------------|---------------------------------|-------------------------|
| | LESS THAN \$10,000 | \$10,000 TO \$29,999 | \$30,000 OR MORE |
| RFQ Process | No | Yes | Yes |
| Advertisement | No | No – at least 3 phone/fax/email | Yes |
| Contract | Yes | Yes | Yes |