

DELEGATED PURCHASING AUTHORITIES

NOTE:

DISTRICT ADMINISTRATORS AND/OR SECTION HEADS HAVE THE AUTHORITY TO SIGN PURCHASE ORDERS WITHIN THEIR DELEGATED PURCHASING AUTHORITY WHICH ARE PROCESSED IN THE DISTRICT/SECTION BUSINESS OFFICE.

DISTRICT ADMINISTRATORS AND SECTION HEADS ARE NOT AUTHORIZED TO COMPETITIVELY BID AND ARE NOT AUTHORIZED TO BE AN APPROVED REVIEWER UNLESS THEY COMPLETE ALL FOUR SESSIONS OF THE PROCUREMENT TRAINING COURSE.

ALL DOTD EMPLOYEES AUTHORIZED TO COMPETITIVELY BID AND/OR AUTHORIZED TO BE AN APPROVED REVIEWER MUST COMPLETE THE PROCUREMENT TRAINING COURSE IN ACCORDANCE WITH REGULATIONS ESTABLISHED BY THE OFFICE OF STATE PURCHASING.



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PROCUREMENT MANUAL INTRODUCTION

This manual is intended to acquaint DOTD employees with the procurement process. It will provide you with the members of the DOTD Procurement Staff, rules and regulations, specific areas of importance 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 - 1738	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. 48:204 - 208	Exempt Commodity Purchasing Procedures, Emergency Purchase Procedures, etc.
Executive Order No. BJ 08-67	Small Purchase Procedures
DOA PPM 51	Contracts for Maintenance, Equipment and Services
La. Administrative Code (Title 34, Part VII)	Property Control

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 38 Emergency Purchases

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

Ethics Statement

All public purchasers are required to adhere to the ethical standards for public servants. Care must be exercised to avoid impropriety. The Code of Governmental Ethics is covered by Louisiana RS 42:1101-1170.

All vendors doing business with the Department will be expected to adhere to the same Code of Ethics as government employees in conducting business with DOTD. Care must be exercised to avoid impropriety.

Exclusions

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

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CHAPTER 2

DELEGATED PURCHASING AUTHORITY

Delegated Purchasing Authority issued by the Director of State Purchasing:

The Delegated Purchasing Authority for the DOTD Procurement Section was increased by letter dated October 5, 2004, from Denise Lea, Director of State Purchasing. This Delegated Purchasing Authority is as follows:

- \$25,000.00 for Non-Exempt Commodities
- \$25,000.00 for Equipment Repairs
- \$25,000.00 for Printing
- \$ 5,000.00 for Labor and Materials Projects
 - 0- for Vehicles
 - 0- for Elevator Maintenance

Note: This delegation is contingent upon DOTD posting all Purchase Requisitions for non-exempt commodities above \$10,000.00 to LaPAC (Louisiana Procurement and Contract Network).

The Delegated Purchasing Authority for Districts and Sections listed below was also increased by letter dated July 1, 2003, from Denise Lea, Director of State Purchasing:

- All Districts
- Traffic Operations
- Crescent City Connection Division
- Materials & Testing Laboratory
- Plaquemine Fleet Landing
- Structures & Facilities Management
- Maintenance Management & Fleet Acquisition
- Truck Permits
- Weight & Standards Enforcement Section

The Delegated Purchasing Authority for those Districts and Sections listed above are as follows:

- \$ 5,000.00 for Non-Exempt Commodities
- \$ 5,000.00 for Equipment Repairs
- \$ 1,000.00 for Printing

The increased Delegated Purchasing Authority for Districts and Sections listed above is effective on September 1, 2003, after all Procurement Training Classes are completed. This was a joint decision which was made by Dana Watlington, DOTD Procurement Director and John Basilica, Undersecretary

Copies of these letters are on file in the DOTD Procurement Section.

Delegated Purchasing Authority issued by the DOTD Procurement Director:

Effective September 1, 2003, the Delegated Purchasing Authority for all Districts and Sections listed above was increased by Dana Watlington, DOTD Procurement Director, as follows:

- \$ 5,000.00 for Exempt Commodities

Effective May 11, 2007, the Delegated Purchasing Authority for all Sections not listed above was increased by Carla J. Parent, DOTD Procurement Director, as follows:

\$ 1,000.00 for Exempt Commodities
\$ 1,000.00 for Equipment Repairs
\$ 1,000.00 for Printing