

# YOUTH SERVICES POLICY

<b>Title:</b> Procurement of Supplies and Equipment	<b>Type:</b> A. Administrative <b>Sub Type:</b> 3. Fiscal <b>Number:</b> A.3.7
	<b>Page 1 of 4</b>
<b>References:</b> La. R.S. 39:1551-1771 and 39:1482 "Louisiana Procurement Code"; Office of State Purchasing Rules and Regulations; Executive Order: BJ 10-16; PPM 51 "Contracts for Maintenance, Equipment and Services"; PPM Part V, Ch. 13 "Equipment Purchase Approval"; ACA Standard 2-CO-1B-09 (Standards for Administration of Correctional Agencies); ACA Standards 4-JCF-4A-02 and 4-JCF-6B-09 (Performance-Based Standards For Juvenile Correctional Facilities); ACA Standard 2-7015 (Juvenile Probation and Aftercare Services) and YS Policy Nos. A.3.1 "Asset Management" and A.3.10 "LaCarte Purchasing Card "	
<b>STATUS: Approved</b>	
<b>Approved By:</b> <i>Mary L. Livers, Deputy Secretary</i>	<b>Date of Approval:</b> 05/06/2016

**I. AUTHORITY:**

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

**II. PURPOSE:**

To provide for the procurement of YS supplies and equipment through YS/Office of Management and Finance (OMF) and/or the Office of State Procurement (OSP) in accordance with the Louisiana Procurement Code.

**III. APPLICABILITY:**

This policy shall apply to all YS employees. Each Unit Head is responsible for ensuring that all necessary procedures are in place to comply with the provisions of this policy.

**IV. DEFINITIONS:**

***Delegated Purchasing Authority*** - An amount delegated to an individual or an agency to allow processing without higher approval.

***Emergency Purchase Order, Requisition or Change Order*** - An order which includes an item(s) needed due to a danger to life, limb and/or property.

LaGOV ERP SRM - Enterprise Resource Planning (ERP) Supplier Relationship Management (SRM)- An automated purchasing system on the ISIS mainframe used for transmitting, transacting, and data storage of purchasing documents/processes.

**Non Competitive Items** - Small purchases, regardless of price, that do not require bids.

**Office of State Procurement (Purchasing) (OSP)** – An office responsible for all state procurement.

**PROACT** – An automated system designed for OSP's bid purchase process that facilitates communication between YS/OMF and OSP.

**OMF/Purchasing** - A section within YS responsible for requisitions and purchases.

**Unit Head** - Deputy Secretary, Facility Directors and Regional Managers.

**YS Central Office** - Offices of the Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Assistant Secretary, General Counsel, Regional Directors and their support staff.

**YS Purchasing Coordinator** - A YS employee responsible for processing purchase orders, requisitions, and change orders.

## V. POLICY:

It is the Deputy Secretary's policy that all employees assisting YS/OMF with the responsibility for the requisition and purchase of supplies and equipment for YS shall comply with all laws, regulations and executive orders to ensure proper control of state finances and maximum competition among vendors (refer to YS Policy Nos. A.3.1 and A.3.10).

## VI. RESPONSIBILITY:

A. All employees with the responsibility of requisitioning and procurement of goods and services shall be responsible for the following:

1. Reviewing purchase requests submitted via orders, requisitions and change orders on 156Bs through Lotus Notes, the LaGOV ERP SRM, and PROACT prior to approval and submission to YS/OMF and/or OSP.
2. ISIS requisition documents shall be submitted for goods and/or services to be purchased via check, in addition to any goods and services that cost more than \$5,000.00.

YS Purchasing Coordinators will have 14 days to submit any and all supporting documentation once an ISIS Purchase Requisition has been submitted.

Failure to submit required documentation to the Office of State Procurement (OSP) (Purchasing) timely will result in the Purchase Requisition being canceled and will require re-entry for processing.

3. Advising the OSP when a purchase order, requisition or change order is of an emergency nature in order to have it processed as soon as possible. (See Section VIII of this policy.)

B. YS Purchasing Coordinators shall be responsible for the following:

1. Ensuring compliance with all laws, regulations and executive orders pertaining to procurement.
2. Ensuring proper control of state finances and maximum competition among vendors.

C. Central Office, Secure Care Facility and Regional Office employees shall be responsible for the following:

1. Requisitioning and purchasing of food for secure care dining halls, medication for youth, warehouse supplies, equipment services, major repairs, office supplies and equipment.
2. Initiating 156As and 156Bs through Lotus Notes when applicable.
3. Providing documentation, i.e. quotes, justification, etc. to the OSP when applicable.

Examples are as follows:

- Price quotations shall be solicited from three (3) or more bona fide qualified vendors for purchases exceeding five thousand dollars (\$5,000.00).
  - Five (5) price quotations (with specifications) shall be solicited for purchases exceeding fifteen thousand dollars (\$15,000.00), but not exceeding twenty-five thousand dollars (\$25,000.00).
  - One (1) price quotation (with specifications) for purchases over twenty-five thousand dollars (\$25,000.00).
4. Contacting OSP in a timely manner to request changes to purchase orders when needs arise.
  5. Verifying receipt of goods and services (signed and dated). This is normally accomplished by using the bill of lading/receipt to confirm delivery of the goods or services.
  6. Entering the receipt of goods and services into the LaGOV ERP SRM within 48 hours (2 days) of receipt.

D. Unit Heads shall be responsible for ensuring that employees comply with purchasing procedures.

**VII. DELEGATED PURCHASING AUTHORITY:**

YS shall have delegated purchasing authority as follows:

- A. A no competitive process is required for purchases not exceeding five thousand dollars (\$5,000.00) per single purchase transaction.
- B. To make small non-competitive purchases of up to five thousand dollars (\$5,000.00), but not to exceed fifteen thousand dollars (\$15,000.00).
- C. Reviewing and submitting documentation for purchases over twenty-five thousand dollars (\$25,000.00) to the Division of Administration, OSP.
- D. Per Executive Order BJ 2010-16, Section 4, YS may purchase certain items, regardless of price, through the non-competitive process described in A. above.

**VIII. EMERGENCY PROCUREMENT:**

- A. The YS Undersecretary shall authorize others to make emergency procurements when an imminent threat exists to public health, welfare, safety or public property under emergency conditions, as defined in the OSP Rules and Regulations.
- B. Every effort shall be made by YS Purchasing Coordinators to obtain quotations from three (3) or more vendors when supplies or services are to be purchased on an emergency basis.
- C. Immediate purchasing shall be discouraged as much as possible.
- D. When time does not permit the obtaining of written quotations, the YS Purchasing Coordinators shall obtain quotations by telephone.
- E. Any offer accepted shall be confirmed in writing.
- F. Written documentation of facts and circumstances leading to the conclusion that such procurement was necessary shall be submitted to the OMF by the appropriate YS Purchasing Coordinator.
- G. No emergency purchases shall be made without prior approval from the YS Undersecretary/designee.

**Previous Regulation/Policy Number:** A.3.7

**Previous Effective Date:** 08/12/2014

**Attachments/References:**