



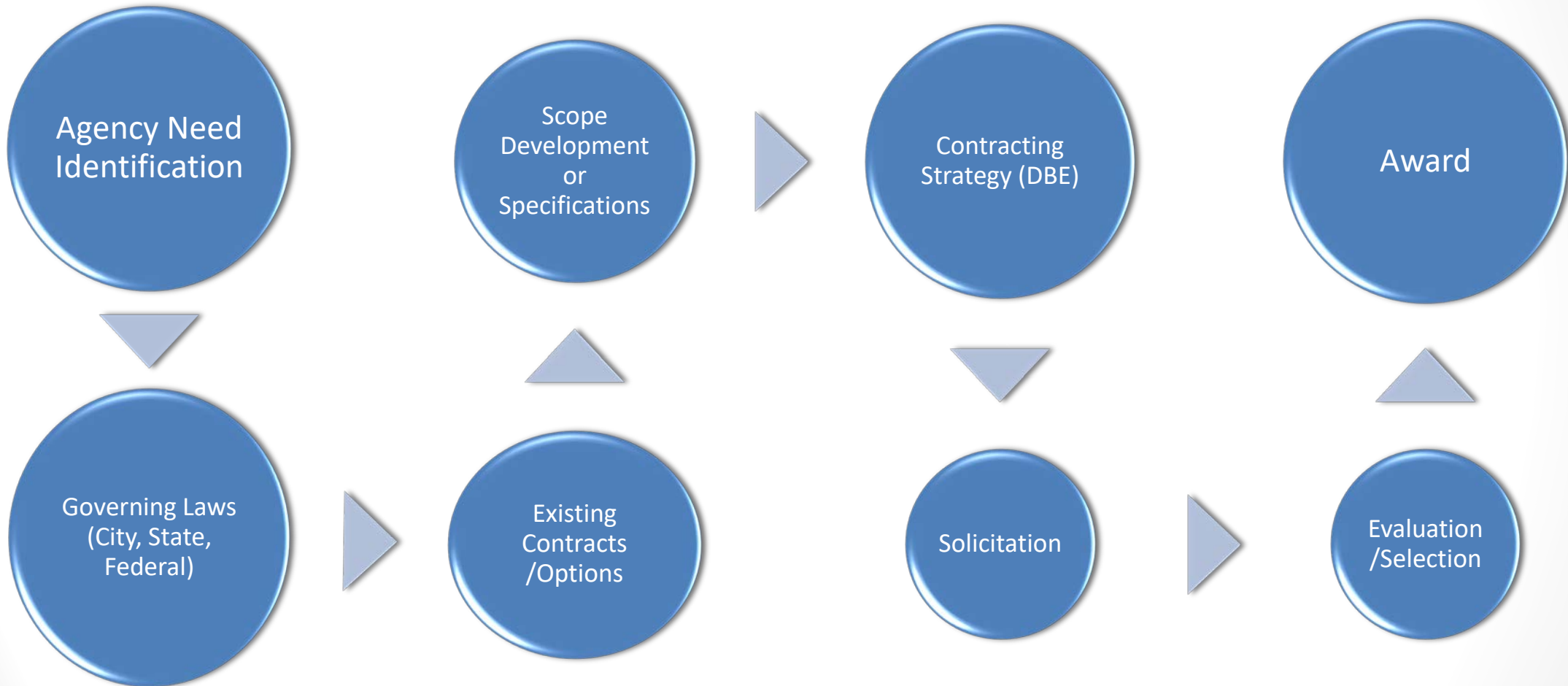
City/Parish Purchasing Overview

**By Kris R. Goranson, Director of Purchasing
City of Baton Rouge, Parish of East Baton Rouge**

What Are Disadvantaged Business Enterprises (DBEs)

- The City of Baton Rouge, Parish of East Baton Rouge seeks to ensure equity in its contracting activities. Based on a study commissioned by City Parish (C/P) under the Administration of Mayor President Sharon W. Broome, the following enterprises have been under utilized in C/P contracting opportunities. **C/P is intentional about leveling the playing field.**
 - **Minority Business Enterprises (MBEs)**
 - **Woman Business Enterprises (WBEs)**
 - **Veteran Owned Business Enterprises (VOBs)**
 - **Service Disabled Veteran Owned Businesses (SDVOBs)**

Procurement Cycle



Types of Solicitation

- **Quote** (City Parish Agency's have delegated authority to spend up \$5,000)
- **Quotes** (Purchasing POPs - \$5001-\$9,999 – 3 quotes & \$10,000 to \$30,000 five quotes) (Vendor's are solicited randomly using Research Randomizer.)
- **Invitation to Bid (ITBs)** — (Spending \$30,001 and above)
- **Request for Proposals (RFPs)**

Solicitation Award Criteria

- **Varies by Product or Service***
 - Goods / Materials – Price
 - Public Works – Price
 - Professional Service Agreements – Qualification and Price
 - Services – Request for Proposal (RFP) Evaluation – Best Value
 - * Assumes that all bids evaluated are “responsive and responsible”

Public Bid Law and C/P Ordinance

Procurement “Of”	Informal Quote	Multiple Quotes	Public Bid Notification
Goods and Materials (Non Professional Svcs)	< \$5,000 < \$2,000	\$5,001 - \$30,000	> \$30,000
Public Works *	\$1,000 - \$24,999	\$25,000 - \$250,000	>\$250,000
Professional Services **	\$1,000-\$2,000	Options - No Quotes, Quotes, RFP, Bid Solicitation (Public Bid Law, services don’t apply)	Options - No Quotes, Quotes, RFP, Bid Solicitation (Public Bid Law, services don’t apply)

“Public Works” is defined as the construction, erection, modification or alteration of public property

“Professional Services” is narrowly defined by the state of LA, i.e. Doctor, Attorney, Architect, Specialized Knowledge etc. Selection decisions include: Qualifications, Price, Availability, Experience, etc.

It is illegal to divide up a purchase to avoid public bid law

Exceptions to Bid Solicitations and RFPs

- Are “All” opportunities made available to “Any” vendors?
 - No, there are instances where the C/P will leverage “State Contracts” or “Piggy-Back” off other municipalities when appropriate

City Parish Engagement

- **City Parish Purchasing engagement varies by ‘Department’ or ‘CEA’**
 - For most C/P Departments - C/P Procurement is responsible for managing the entire process
 - Notable Exception(s) and C/P Purchasing Role
 - PSA’s, Large Public Works Projects, MoveBR, EBRRA, Multiple Districts
 - C/P Purchasing Department is responsible for “Compliance” on these types of contracts

Contract Options and Vendor Rights

- **Are “All” opportunities made available to “Any” vendors?**
 - No, there are instances where the C/P will leverage “State Contracts” or “Piggy-Back” off other municipalities when appropriate
- **What options does a potential bidder have if they believe Scope or Bid Requirements are ‘exclusionary’?**
 - All formal bids allow for time for scope clarification and ‘protest’