



Important Enrollment and Disclaimer Information for LSU Suppliers

In July 2016, LSU implemented a new online purchasing system, called Workday, which houses the new Supplier database. Prospective suppliers must complete and submit the LSU Supplier Enrollment Form to establish a Workday supplier database record necessary to be considered for LSU procurement opportunities as well as to receive payments from the university processed by Accounts Payable & Travel. Suppliers must enroll online using the secure application.

The Workday supplier database is commonly shared for the purchasing and accounting functions of the LSU campuses in Baton Rouge, Alexandria, Eunice and Shreveport; the LSU AgCenter and its statewide Research Stations; and the Pennington Biomedical Research Center.

LSU recognizes that conglomerate/diversified companies may have multiple business divisions and locations, each of which may be interested in enrolling and competing for LSU business opportunities in its own distinct commodities and/or State of Louisiana regions. In such cases, each company division and/or location is required to enroll separately with its applicable information. All Supplier affiliations having the same federal taxpayer identification number (FEIN or SSN) will be assigned the same parent company for tax purposes and will be appended by a the business division/location name for each.

By enrolling to conduct business with LSU, Suppliers are advised of the following important information and disclaimers:

- Suppliers wishing to participate in the competitive process for LSU procurements *must express their interest* by self-enrolling in their desired Supplier Groups and State of Louisiana Regions in which they are willing and able to conduct responsible business.
- LSU sources prospective bidders from the list of those suppliers officially enrolled in the applicable supplier group and state region in which the solicited goods/services will be delivered/rendered.
- Enrolled suppliers are viewed as possible sources; however, enrollment does not guarantee your automatic inclusion as a bidder for all applicable solicitations.
- LSU solicitations and awards of publicly-funded procurements are governed by and construed in accordance with multiple Louisiana statutes, rules, regulations, orders and/or policies as applicable. Suppliers are encouraged to acquaint themselves with our procurement laws, which may be accessed online by visiting the LSU Procurement Services website at www.procurement.lsu.edu (click A-Z Index / Laws, Rules, Regulations, Etc).
- LSU observes the minimum solicitation requirements and procedures for competitive purchases as set forth by the current Procurement code and applicable state laws, executive order, and/or university policies. LSU solicitations will be released and bid due dates set in conformance with prescribed minimum timelines for the receipt of bid responses based on dollar thresholds as follows:
 - **\$10,000 - \$25,000:** Solicitation of at least three (3) bona fide bidders via a written Request for Fax Quotation (RFQ) process, and allowing a minimum of 24-hour response time. LSU will typically send written RFQs to Bidders via fax or e-mail.
 - **\$25,000 - \$50,000:** Solicitation of at least four (4) bona fide bidders via a written RFQ process, and allowing a minimum 3-working day response time. LSU will typically send written RFQs to Bidders via fax or e-mail.
 - **\$50,000+:** Solicitation of at least five (5) bona fide bidders via a formal and publicly advertised Invitation to Bid (ITB) process requiring sealed bids, and allowing generally 14-21 days response time. LSU will typically send ITBs to Bidders via USPS mail.

The purchase of goods/services with a total cost of \$50,000 or greater from a Louisiana State Contract issued by the Office of State Procurement may be subject to a 2nd level of competition. Solicitation of at least three (3) bona fide bidders with a similar Louisiana State Contract via a written Request for Response (RFR) process, and allowing a minimum of 24-hour response time. LSU will typically send written RFRs to Bidders via fax or e-mail.

- Construction (Title 38) \$150,000+: Solicitation of at least five (5) bona fide, licensed Louisiana Contractors via a formal and publicly advertised Invitation to Bid (ITB) process requiring sealed bids, and allowing at least a minimum 25-calendar day response time. LSU, or its contracted Architect/Engineering firm, will typically send Construction ITBs to Contractors via e-mail, USPS mail, or courier service.
- Requests for Proposals/Requests for Quote & Qualifications/Solicitations for Offer: Solicitation of at least five (5) bona fide bidders via a formal and publicly advertised Request for Proposal (RFP), Requests for Quote & Qualifications (RFQQ) or Solicitations for Offer (SFO) process requiring sealed proposals, and allowing approximately 45 days response time. LSU will typically send RFPs to Bidders via e-mail, USPS mail, or courier service.

Note: Purchases not exceeding \$10,000 may be made non-competitively without solicitation and purchase order unless otherwise determined by LSU.

- LSU ITBs, RFPs, RFQQs, SFOs (or public notices thereof) are posted on the State of Louisiana LaPAC website administered by the Division of Administration, Office of State Procurement.

LaPAC offers electronic notification and access to public bid opportunities let by state agencies. Suppliers enrolled in LaPAC will receive e-mail notification of posted LSU ITBs and RFPs.

Visit the State Purchasing website (<http://www.doa.la.gov/Pages/osp/Index.aspx>) for additional information & access to LaPAC.

- Supplier Mailing address information will be used by various LSU Procurement Services/Purchasing Offices and Departments for the delivery of purchasing transactions.

Although Mailing 'Fax' and 'E-mail' fields are optional for enrollment, your decision not to provide dedicated fax and e-mail addresses shall be interpreted as your desire and intent to receive LSU purchasing transactions via USPS mail delivery only. This decision will logistically hinder your company's consideration as a prospective Bidder for RFQs having short bid response timeframes.

- LSU reserves the sole right, as deemed appropriate and in its best interest, to choose the best method for the delivery/transmission of purchasing transactions to the supplier's designated 'Mailing' e-mail, fax, and/or USPS addresses for such purposes.
- LSU shall not be held responsible for any supplier's untimely receipt of and/or response to a solicitation for any reason, regardless of LSU's chosen delivery/transmission method(s).
- The supplier is solely accountable and responsible for timely monitoring and maintaining its designated 'Mailing' e-mail and/or fax addresses for the receipt of LSU purchasing transmissions.
- LSU assumes no liability for missed opportunities, delayed payments, etc, due to:
 - Supplier's failure to timely monitor and respond to any and all designated addresses (e-mail, fax, USPS mail) for LSU business transmissions;
 - Supplier's failure to provide immediate written notification to the LSU Procurement Services Office of any changes to any address type or field entry; and/or
 - Supplier's equipment failures or downtimes.
- The supplier accepts full responsibility for maintaining the accuracy and currency of all information provided in this application, and for providing prompt written notification of any desired changes to the LSU Procurement Services Office.

Accordingly, the supplier should print and maintain a permanent file copy of its LSU Supplier Enrollment Form as originally submitted, to be used by the supplier as its internal record and reference for periodic reviews and subsequent requests for changes/updates.

Requests for changes to your application and enrollment information must be made in writing on the supplier's letterhead or via e-mail, by a person of authority, and submitted to the LSU Procurement Services Office [e-mail suppliers@lsu.edu / fax (225) 578-2292].

Relationship Disclosure/Ethics

As a public institution, LSU is governed by section 1113 of the Code of Governmental Ethics (LSA - R.S. 42:1113) which prohibits public servants and their family members from entering into certain transactions. The statute reads:

“No elected official* or public employee or member of such public servant’s immediate family, or legal entity in which he has a controlling interest shall bid on or enter into any contract, subcontract, or other transaction that is under the supervision or jurisdiction of the public servant’s agency.”

Section 1102(13) of the Code defines “immediate family,” as it relates to a public servant as follows:

1. his children
2. the spouses of his children (daughters-in-law and sons-in-law)
3. his brothers and sisters
4. the spouses of his brothers and sisters (*added by 1999 legislative amendment*)
5. his parents
6. his spouse
7. the parents of his spouse (mother-in-law and father-in-law)

In the supplier application, the supplier must disclose any potential relationship conflicts and provide justification identifying the employee and their relationship to the individual as well as to LSU. Additional information may be requested prior to approval of the supplier application or issuance of a purchase order or contract to ensure state statute is not being violated.

Supplier Groups

LSU has developed supplier groups for Workday Supplier enrollment, solicitation, and reporting purposes. The supplier groups are used to group suppliers who provide like/similar goods and services, identify types of businesses and/or nature of business to LSU. For example:

Supplier Group	Group Purpose/Definition
Athletic & Fitness	Entity or individual providing athletic/fitness supplies, equipment or services
Consulting Services	Individual or entity contracted as an independent contractor to provide a service or render opinion/recommendation
Janitorial Supplies	Entity or individual providing janitorial (cleaning) supplies, equipment or services
Municipalities	County/Parish office/agency/board
Participant/Guest	Individual to be paid for participation in a study/event or expenses incurred as a guest of the university.
Professional Service	Individual contracted as an independent contractor to provide a service who possesses a professed knowledge and advance/specialize skill or training (i.e. lawyers, doctors, engineers, visiting professors/scientists).
Travel Reimbursement	Non-LSU employees to be paid for travel expenses regardless of the purpose of the visit.
University	Higher Ed Institution

Suppliers *must* enroll in at least one (1) Supplier Group; however, may enroll in as many as desired.

Additional Supplier Information

Our website hosts an abundance of additional procurement information. Suppliers are encouraged to regularly visit the Supplier Info webpage on our website at the link below to learn more about the LSU Procurement Services Office, our policies and procedures, and current updates.

<http://www.lsu.edu/administration/ofa/procurement/vendorinfo.php>