

St. John the Baptist Parish Purchasing and Procurement Department reviews requisitions for compliance with Title 38 of Louisiana law.

PURCHASE ORDERS

Department is responsible for ensuring that a reasonable cost is obtained. Approval of the Department Director and the Purchasing Director is required.

SEALED BIDS

Competitive sealed bids are used when the cost of commodities and services is \$30,000 or greater, there are clear and defined specifications available, and cost is the primary basis of award. Bids are advertised for a minimum of three consecutive weeks in the L'Observateur newspaper and online at www.centralbidding.com. Bids are reviewed by the parish Procurement Agent. Bids are awarded to the lowest responsive and responsible bidder. The final approval for award is made by the parish council.

REQUEST FOR PROPOSALS (RFP)

Request for Proposals are used to solicit services to get the most qualified Contractor when considering qualifications and price. Unlike sealed bids, the lowest price may not necessarily receive the contract award.

Request for Qualifications (RFQ)

Request for Qualifications are used to solicit qualified Architects and Engineers. This selection process is based on qualifications only. Price is not considered.

HOW BIDS ARE SOLICITED

St. John the Baptist Parish solicits bids in the following ways: Advertising in the **L'Observateur** and posting on the Central Bidding website www.centralbidding.com (which is one of the largest providers of electronic bidding services to public and private buying entities) and the Parish website, www.sjbparish.com.

GETTING ON THE VENDOR'S LIST

Vendors interested in doing business with St. John the Baptist Parish must complete a Vendor Registration Form available from the Purchasing and Procurement Department or online at www.sjbparish.com. Vendors will be required to list the commodities and services which they can provide on the application. To remain on the vendor's list, vendors must maintain an acceptable status of providing goods and services in a responsible manner. Vendors are responsible for notifying the Purchasing and Procurement Department of changes in address, phone number, commodities, etc.

Note: A vendor may submit a bid without being on the Vendor's list.