



Important Enrollment and Disclaimer Information for LSU Vendors

In February 2006, LSU implemented a new online purchasing system, called PRO, which houses new Vendor and Commodity databases. Prospective vendors must complete and submit the LSU Vendor Enrollment Form to establish a PRO vendor database record necessary to be considered for LSU procurement opportunities. Vendors may enroll online

The PRO vendor database is commonly shared for the purchasing and accounting functions of the LSU campuses in Baton Rouge, Alexandria, and Eunice; the LSU System Office; the LSU AgCenter and its statewide Research Stations; the Paul M. Hebert Law Center; and the Pennington Biomedical Research Center.

LSU recognizes that conglomerate/diversified companies may have multiple business divisions and/or 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 Vendor affiliations having the same federal taxpayer identification number (FEIN or SSN) will be assigned the same master Vendor Number in PRO, appended by a unique 'Location Code' for each.

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

- Vendors wishing to participate in the competitive process for LSU procurements *must express their interest* by self-enrolling in their desired Commodity Classes 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 vendors officially enrolled in the applicable commodity class-subclass and state region in which the solicited goods/services will be delivered/rendered.
- Enrolled vendors 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. Vendors are encouraged to acquaint themselves with our procurement laws, which may be accessed online by visiting the LSU Purchasing website at www.fas.lsu.edu/purchasing (click A-Z Index / Laws, Rules, Regulations, Etc).
- LSU observes the minimum solicitation requirements and procedures for competitive purchases as set forth by then current 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:
 - \$1000 - \$5000: Solicitation of at least three (3) bona fide bidders via telephone or a written Request for Fax Quotation (RFQ) process, and allowing a 24-hour response time *when feasible*. Vendor telephone quotes should be confirmed in writing via fax. LSU will typically send written RFQs to Bidders via fax or e-mail.

- \$5000 - \$25,000: Solicitation of at least five (5) bona fide bidders via a written RFQ process, and allowing a 3-working day response time. LSU will typically send written RFQs to Bidders via fax or e-mail.
- \$25,000+: 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 at least a minimum 10-calendar day response time (generally 14-21 days). LSU will typically send ITBs to Bidders via e-mail, USPS mail, or courier service.
- Construction (Title 38) \$100,000+: 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: Solicitation of at least five (5) bona fide bidders via a formal and publicly advertised Request for Proposal (RFP) process requiring sealed proposals, and allowing at least a minimum 30-calendar day response time. LSU will typically send RFPs to Bidders via e-mail, USPS mail, or courier service.

Note: Purchases not exceeding \$1000 may be made non-competitively without solicitation and purchase order.

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

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

Visit the State Purchasing website (www.doa.state.la.us/osp) for additional information & access to LaPAC.

- Vendor Mail-To address information will be used by various LSU Purchasing Offices and Departments for the delivery of purchasing transactions.

Although Mail-To '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 Vendor's designated 'Mail-To' e-mail, fax, and/or USPS addresses for such purposes.
- LSU shall not be held responsible for any Vendor's untimely receipt of and/or response to a solicitation for any reason, regardless of LSU's chosen delivery/transmission method(s).
- The Vendor is solely accountable and responsible for timely monitoring and maintaining its designated Mail-To 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:
 - Vendor's failure to timely monitor and respond to any and all designated addresses (e-mail, fax, USPS mail) for LSU business transmissions;
 - Vendor's failure to provide immediate written notification to the LSU Purchasing Office of any changes to any address type or field entry; and/or

- Vendor's equipment failures or downtimes.
- The Vendor 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 Purchasing Office.

Accordingly, the Vendor should print and maintain a permanent file copy of its LSU Vendor Enrollment Form as originally submitted, to be used by the Vendor 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 Vendor's letterhead, signed by a person of authority, and submitted to the LSU Purchasing Office [e-mail purchase@lsu.edu / fax (225) 578-2292].

NIGP Commodity Classification System

LSU has adopted the NIGP Commodity Classification System (2003 14th Edition) for PRO vendor enrollment, solicitation, and reporting purposes. The following information regarding the general structure of the NIGP commodity classification system should assist you in enrolling.

The NIGP system groups like/similar goods and services into 3-digit general commodity classes. Classes are further subdivided into 2-digit specific subclasses. For example:

Class 045-00:	Appliances and Equipment – Household Type
Class/Subclass 045-52:	Ovens, Microwaves
Class/Subclass 045-66:	Refrigerators & Freezers

General commodity class titles are designated at the “00” subclass level. In the example above, the class title is ‘Appliances and Equipment – Household Type.’ Vendors must enroll at the commodity class-subclass level. Enrollment at the general 3-digit commodity class level for inclusion in all associated subclasses is not allowed.

The NIGP system uses different class nomenclature for the purchase, lease/rental, and maintenance/repair of equipment types.

Commodity classes numbered less than ‘900’ are used for the *purchase* of equipment and supplies. Commodity classes in the ‘900’ number series are used for *services*, including equipment leases and maintenance.

For example, a Vendor wishing to receive solicitations for the purchase, lease, and repair of automobiles would need to enroll in the applicable subclasses for ‘Automobiles’ under the following classes:

Class 070:	Automotive Vehicles and Related Transportation Equipment <i>[for purchases]</i>
Class 928:	Equipment Maintenance, Reconditioning and Repair Services for Automobiles...
Class 975:	Rental or Lease Services of Equipment – Agricultural, Aircraft, Automotive...

Additional Vendor Information

Our website hosts an abundance of additional procurement information. Vendors are encouraged to regularly visit our website at www.fas.lsu.edu/purchasing to learn more about the LSU Purchasing Office, our policies and procedures, and current updates.