**Bid Delivery Instructions for State Procurement:**

Bidders are hereby advised that the Office of State Procurement (OSP) must receive bids at its physical location by the date and time specified on page 1 of the Invitation to Bid.

Bids may be mailed or delivered by hand or courier service to the Office of State Procurement’s physical location as follows:

Office of State Procurement

Claiborne Building, Suite 2-160

1201 North Third Street

Baton Rouge, LA 70802

**Or** bids may be submitted online by accessing the link on page 1 of the Invitation to Bid.

Bidder should be aware of security requirements for the Claiborne Building and allow time to be photographed and presented with a temporary identification badge.

Bidder is solely responsible for ensuring that its courier service provider makes inside deliveries to the Office of State Procurement’s physical location. The Office of State Procurement is not responsible for any delays caused by the bidder's chosen means of bid delivery. Bidder is solely responsible for the timely delivery of its bid. Failure to meet the bid opening date & time shall result in rejection of the bid.

**Note:** Bidders who choose to respond to this bid online via the vendor portal are encouraged to not submit a written bid as well.

Bidders are hereby advised that due to the nature of the internet, the State of Louisiana cannot guarantee that access to the LaGov or LaPAC websites will be uninterrupted or that e-mails or other electronic transmissions will be sent to you or received by us. The Office of State Procurement is not responsible for any delays caused by the bidder’s choice to submit their bid online. Bidder is solely responsible for the timely delivery of its bid. Failure to meet the bid opening date and time shall result in rejection of the bid.

\*\*Attention\*\*

Receipt of a solicitation or award cannot be relied upon as an assurance of receiving future solicitations. In order to receive notifications of future solicitations from this office, you must register and enroll in the proper category in LaGov at the following website:

<https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg>

Enrollment in LaGov provides LaPAC email notification of bid opportunities based upon commodities that you select.

**Calendar of Events:**

Deadline to receive written inquiries: Wednesday, July 30, 2025

Deadline to answer written inquiries: Wednesday, August 13, 2025

Bid Opening Date and Time: Wednesday, August 27, 2025, @ 10:00 AM (CT)

**NOTE**: **The State of Louisiana reserves the right to revise this calendar. Revisions before the bid opening date and time, if any, will be formalized by the issuance of an addendum to this ITB.**

**Bidder Inquiries:**

The State shall not and cannot permit an open-ended inquiry period, as this creates an unwarranted delay in the procurement cycle and operations of our Agency customers. The State reasonably expects and requires responsible and interested bidders to conduct their in-depth bid review and submit inquires in a timely manner.

An inquiry period is hereby firmly set for all interested bidders to perform a detailed review of the bid documents and to submit any written inquiries relative thereto. *Without exception,* all inquiries MUST be submitted in writing by an authorized representative of the bidder, clearly cross-referenced to the relevant bid section. All inquiries must be received by the Inquiry Deadline date set forth in the Calendar of Events section of this bid. Only those inquiries received by the established deadline shall be considered by the State. Inquiries received after the established deadline shall not be entertained.

Inquiries concerning this bid may be delivered by mail, express courier, e-mail, hand, or fax to:

Office of State Procurement

Attention: Richard Iverstine

1201 North Third St.

Claiborne Bldg., Suite 2-160

Baton Rouge, LA 70802

E-Mail: richard.iverstine@la.gov

Phone: (225) 342-5474

Fax: (225) 342-9756

Only the person identified above or their designee has the authority to officially respond to bidder’s questions on behalf of the State. Any communications from any other individuals are not binding to the State.

An addendum will be issued and posted at the Office of State Procurement’s LaPAC\* website, to address all inquiries received and any other changes or clarifications to the bid. Thereafter, all bid documents, including but not limited to the specifications, terms, conditions, plans, etc., will stand as written and/or amended by any addendum. No negotiations, decisions, or actions shall be executed by any bidder as a result of any oral discussions with any state employee or state consultant. It is the Bidder’s responsibility to check the LaPAC website frequently for any possible addenda that may be issued. The Office of State Procurement is not responsible for a bidder’s failure to download any addenda documents required to complete the bid.

\*Note: LaPAC is the State’s online electronic bid posting and notification system resident on the State Procurement’s website <https://www.doa.la.gov/doa/osp/>. In that LaPAC provides an immediate e-mail notification to subscribing bidders that a solicitation and any subsequent addenda have been let and posted, notice and receipt thereof is considered formally given as of their respective dates of posting.

To receive the email notification, vendors must register in the LaGov portal. Registration is intuitive at the following link:

<https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg>

Help scripts are available on the Office of State Procurement’s website under Vendor Resources at:

[https://www.doa.la.gov/doa/osp/vendor-resources/](https://www.doa.la.gov/doa/osp/vendor-resources/%20) .

**Terms and Conditions:**

This solicitation contains all terms and conditions with respect to the commodities herein. Any vendor contracts, forms, terms, or other materials submitted with bid may cause bid to be rejected.

**Method of Award:**

Award to be made on an all or none basis to the overall lowest responsive, responsible bidder meeting the specifications outlined in this solicitation. The State reserves the right to reject individual items from the award.

**Vendor's Forms:**

The purchase order is the only binding document to be issued against the contract. Signing of vendor's forms is not allowed.

**Vendor List:**

The bidder who signs the bid will be designated as prime Contractor on any contract resulting from this solicitation. If additional distributor vendors are authorized to receive orders for items contained in said contract, the bidder should submit with the bid, a list of those additional authorized distributors including the complete business address. The prime Contractor will be responsible for the actions of any distributor vendors listed.

**Substitutes:**

Only brands and numbers stated in the award are approved for delivery under the contract and any substitution must receive prior written approval of the Office of State Procurement.

**Acceptance:**

Unless otherwise specified, bids on the contract will be assumed to be firm for acceptance for a minimum of 60 days. If accepted, prices must be firm for the specified contract period.

**Prices**:

Prices shall be complete, including transportation/freight charges prepaid by the bidder to the destination, inside delivery, unpacking, assembly of all components and removal of all associated debris from premises. Prices should be quoted in the unit (each, box, case, hour, flat, mile, etc.) as specified in this solicitation.

**Price Reductions:**

Whenever there is a reduction in price, which is lower than the contract price, offered to similarly situated customers contracting for the same period and under the same terms and conditions, said reduction must be presented directly to the Office of State Procurement. No price reduction on a statewide contract may be offered to an Agency unless that reduction is offered to all Agencies.

**Price List Changes:**

Prices shall remain firm and effective for the first 3 months of the initial contract term.  Price list changes will be considered during the remainder of the contract period and during any contract renewals.

Requests for price list changes must be submitted in writing by the Contractor to the Office of State Procurement and must be supported by sufficient documentation such as manufacturer’s price increase, significant changes in the published market indicators for the industry, certified raw material cost data and/or any other substantiating information that may be requested by OSP.  Upon receipt of the price escalation request, OSP reserves the right to accept the request, request additional information, negotiate the proposed increase, or reject the request outright.  Any decision by the Office of State Procurement to grant or decline a request will be at the Office of State Procurement’s sole discretion and the Office of State Procurement’s decision shall be final.

Price list changes will not be effective until approval has been granted in writing by OSP.  No retroactive adjustments to the price list will be allowed.

The Contractor shall immediately notify OSP of all manufacturer’s price decreases and the State shall receive the full benefit of such decreases, effective the date in the manufacturer’s announcement.

**Contract Controversies:**

Any claim or controversy arising out of the contract shall be resolved by the provisions of La. R.S. 39:1671 – 1673.

**Freight Charges:**

Unit price must be inclusive of any freight charges. Bid should be F.O.B. Destination – title passing upon receipt of goods. Failure to comply with this requirement may disqualify your bid.

**Payment:**

Payment will be made on the basis of unit price as listed in the contract; such price and payment will constitute full compensation for furnishing and delivering the contract commodities. In no case will the State Agency refuse to make partial payments to the Contractor although all items have not been delivered. This payment in no way relieves the Contractor of his responsibility to effect shipment of the balance of the order. Payment will be to vendor and address as shown on order.

**Invoices:**

Invoices will be submitted by the Contractor to the Using Agency and the invoice shall refer to the delivery ticket number, delivery date, purchase order number, quantity, unit price, and delivery point. A separate invoice for each order delivered and accepted shall be submitted by the Contractor in duplicate directly to the accounting department of the Using Agency. Invoices shall show the amount of any cash discount and shall be submitted on the Contractor's own invoice form.

**Contract Revisions:**

Requests for revisions to the contract must be addressed to the Office of State Procurement and shall refer to the contract item number with justification of the request. Distributor vendor changes, price reductions and justifiable item deletions may be considered during the contract period. New item additions may be considered only when the Office of State Procurement has determined additions will be of substantial benefit to the State and will justify the time, effort and cost required to make such addition.

The Contractor must immediately notify the Office of State Procurement when any dealer on the contract is terminated, relocated or added. All orders placed with dealers prior to receipt of such notification by the Office of State Procurement must be honored. Revisions will become effective only upon approval by the Office of State Procurement. Bidder should include with its bid its list of all persons, in addition to the signer of the bid, who are authorized to request revisions to the contract.

**Contractual Period:**

The State of Louisiana intends to award all items for an initial period, not to exceed 12 months. Delays in awarding, beyond the anticipated starting date, may result in a change in the contract period. If the situation occurs, an award may be made for less than 12 months.

**Renewals:**

At the option of the State of Louisiana and acceptance by the Contractor, the contract may be extended for two additional 12 month periods at the same prices, terms and conditions. Total contract time may not exceed 36 months.

**Quantities:**

This is an open-ended requirements contract. Quantities shown are based on the previous contract usage or estimates. Where usage is not available, a quantity of one indicates a lack of history on the item. The successful bidder must supply at bid prices actual requirements as ordered whether the total of such requirements is more or less than the quantities shown.

**Orders:**

All State Agencies are to issue contract purchase orders for the items required, as and when needed. Political Subdivisions of the State and Quasi State Agencies who have been authorized to purchase from contracts made by the Office of State Procurement, are to issue their regular purchase orders directly to the supplier, making reference to the contract and item number.

**Packaging:**

Bidders are requested to bid packaging and portion sizes as specified. However, if alternates to the packaging or portion sizes are proposed, they should be as close as possible to those specified. Unless requested or otherwise specified, bulk packaging is not acceptable. Quantities per package which are greater than specified may be considered bulk packaging and may be cause for rejection.

The State of Louisiana reserves the right to accept or reject alternate packaging or portion sizes based on factors including, but not limited to, storage limitations at the facility; product shelf life, dietary requirements on portions, etc.; delivery schedules specified; distribution requirements; internal/external packaging specifications; and canteen resale considerations.

Vendors are encouraged to consider delivery methods that utilize recyclable or reusable packaging material and containers, or those with recycled content.

Unless otherwise specified, the commodities shall be packed in substantial commercial containers of the type, size and kind commonly used for the purpose, so constructed as to insure acceptance and safe delivery as called for in the contract.

**Recycled:**

Unless otherwise stated in the specifications, either recycled or non-recycled (virgin) products will be considered for award. If bidding recycled goods, state the required recycling information on appropriate lines.

Any product offered as recycled shall contain the minimum recycled content/post-consumer recovered material as stated in the item description for each recycled line item.

The recycled items specified in this contract are intended to be in compliance with the guidelines adopted by the Environmental Protection Agency and Recovery Act of 1976 (Public Law 94-580, 42 U.S.C. 6901 Et. Seq.), the EPA’s Comprehensive Procurement Guidelines (CPG). By signing this bid, bidder certifies that as to all items bid, to which guidelines are applicable, meet these guidelines.

“Recovered Paper Materials” means paper waste generated after the completion of a paper-making process, such as:

* Post-Consumer Waste: Paper from homes, offices, retail stores, schools and other institutions after it has been used for its intended purpose and discarded.
* Pre-Consumer or Manufacturing Waste: Waste paper from converting or printing processed, such as envelope or bindery trimming, printed scrap from print shops and discarded overruns of printed materials. Also includes obsolete inventories of paper from publishers, distributors, converters or other businesses (not including paper mills), any by-products of other manufacturing processes.

The following cannot be considered “Recovered Paper Materials”:

* Mill Broke: Refers to paper discarded anywhere in the paper manufacturing process. Mill broke is routinely reused in the paper making process and its use does not have much impact on reducing the waste system.
* Wet Broke: Paper taken off the wet end of a paper machine.
* Dry Broke: Comes from paper damaged in the drying or calendaring section of the paper machine; trimmed off the rewinding of rolls or sheeting process; or discarded for manufacturing defects or obsolescence.

**Specify Information on Item Quoted:**

Specify Brand, UPC, units per pack, size, packs per carton, and cartons per case. If the information quoted is the same as the description, confirm this information for each item by filling in the blanks on Attachment B - Price Sheet.

**Package Markings**:

Packages must be marked with the brand and number of the product and such other information as sizes, types, quantity, use instruction, etc. which helps the end user in using the product correctly.

**USDA and FDA Compliance:**

All items furnished under the contract must be in compliance with United States Department of Agriculture (USDA) and Food and Drug Administration (FDA) requirements and laws including labeling requirements.

**USDA SFA-Specific Provisions**:

In the performance of providing goods and services to School Food Authorities (SFAs) through the contract, if applicable, the Contractor shall:

1. Ensure ongoing, verifiable compliance with:
	1. Title VI of the Civil Rights Act of 1964;
	2. Title IX of the Education Amendments of 1972;
	3. Section 504 of the Rehabilitation Act of 1973;
	4. The Age Discrimination Act of 1975;
	5. Title 7 CFR Parts 15, 15a, and 15b (Civil Rights Act of 1964);
	6. Department of Justice Enforcement Guidelines, 28 CFR Part SO.3 and 42;
	7. The Americans with Disabilities Act;
	8. FNS Instruction 113-1, Civil Rights Compliance and Enforcement in School Nutrition Programs, and any other FNS directives and guidelines prohibiting discrimination on the grounds of race, color, national origin, sex, age, or disability;
	9. Equal Employment Opportunity [Appendix II to 2 CFR 200/7 CFR 3019.48, 41 CFR 60-1.4(b), Executive Order 11246, (30 FR 12319, 12935, 41 CFR part 60, and 3 CFR Part, 1964-1965 Comp., p. 339)];
	10. Contract Work Hours and Safety Standards Act [40 U.S.C. 3701-3708], and Department of Labor regulations (29 CFR Part 5);
	11. Davis Bacon Act, as amended [Appendix II to 2 CFR 200/7 CFR 3019.48, 40 U.S.C. 3141-3148, and Department of Labor regulations (29 CFR Part 5)];
	12. Rights to Inventions Made Under a Contract or Agreement [Appendix II to 2 CFR 200/7 CFR 3019.48, and 37 CFR Part 401];
	13. Byrd Anti-Lobbying Amendment [31 U.S.C. 1352] [Appendix II to 2 CFR Part 200(j)], the Anti-Lobbying Act, the Debarment Act, Executive Orders 12549 and 12689, and 2 CFR 180;
	14. Copeland “Anti-Kickback” Act (40 U.S.C. 3145), and Dept. of Labor regulations (29 CFR Part 3);
	15. Clean Air Act (42 U.S.C. 7401-7671q.);
	16. Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended;
	17. Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act (2 CFR Part 200.322), including but not limited to Procurement of Recovered Materials; and
	18. “Buy American” provision regarding the purchase of food products (USDA: 7 CFR Parts 210 and 250)
2. Ensure that no software is sold to any SFA without the express prior written approval of the Louisiana Department of Education, Division of Nutrition Support;
3. Immediately notify the State of Louisiana, Office of State Procurement, if suspended or debarred from doing business with any unit of the United States Federal Government;
4. Take all necessary affirmative steps to ensure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible (2 CFR Part 200.321); and
5. Take all necessary steps the Contractor may be aware of to satisfy USDA and/or Louisiana Department of Education requirements for vendors providing goods and/or services to SFAs.

**School Food Authorities:**

In accordance with the provisions of 2 CFR 200:319(b), the preference(s) ordinarily applicable pursuant to La. R.S. 39:1604 et seq. shall not apply to this procurement. The Office of State Procurement anticipates that the contract will be predominantly utilized by school food authorities which rely upon the USDA Food and Nutrition Service as their grantor of funds and accordingly may only participate in procurements which “[prohibit] the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals”.

**Cooperative Purchase:**

It is the intent of the Office of State Procurement (OSP) to accommodate cooperative purchasing in any contract awarded from this solicitation.

As described below, Political Subdivisions of the State, Quasi State Agencies, External Procurement Units, and Agencies of the United States Government are to be authorized (potential) users of the contract(s) resulting from this solicitation, subject to the pricing and terms set forth in the contract(s).

* Political Subdivisions of the State include, but are not limited to, parish governments, municipal governments, school districts, human service districts, local governments and public utilities.
* Quasi State Agencies include, but are not limited to, non-profit or for-profit organizations created by the State of Louisiana or any Political Subdivision or Agency thereof, or any special district or authority, or unit of local government, to perform a public purpose.
* External Procurement Units include, but are not limited to, buying organizations not located in the State of Louisiana, which, if located in the State, would qualify as a public procurement unit.

The current list of approved cooperating purchasing entities (including Political Subdivisions, Quasi State Agencies and External Procurement units) is maintained and regularly updated on the OSP website at: [https://www.doa.la.gov/doa/osp/agency-resources/osp-purchasing/approved-quasi-units/](https://www.doa.la.gov/doa/osp/agency-resources/osp-purchasing/approved-quasi-units/%20)  and may be used as a reference.

Bidders or Contractors may prospectively choose to partially or entirely ‘opt-out’ of accommodating cooperative purchasing for such contract(s) by sending formal written notification of same to the Office of State Procurement. This notification should clearly specify which individual type(s) of cooperative purchasing entities the Bidder/Contractor is choosing to not allow to participate in contract cooperative purchasing. Any purchase orders received by the contract-holder from cooperative purchasing entities prior to the contract-holder’s opt-out notification to OSP must be honored in accordance with the contract.

The extent of participation (or non-participation) by any vendor in cooperative purchasing will not affect the award of any contract(s) resulting from this solicitation.

**Electronic Vendor Payment Solution:**

In an effort to increase efficiencies and effectiveness as well as be strategic in utilizing technology and resources for the State and Contractor, the State intends to make all payments to Contractors electronically. The LaCarte Procurement Card will be used for purchases of $5,000 and under, and where feasible, over $5,000. Contractors will have a choice of receiving electronic payment for all other payments by selecting the Electronic Funds Transfer (EFT). If you receive an award and do not currently accept the LaCarte card or have not already enrolled in EFT, you will be asked to comply with this request by choosing either the LaCarte Procurement Card and/or EFT. You may indicate your acceptance below.

The **LaCarte** Procurement Card uses a Visa card platform. Contractors receive payment from State Agencies using the card in the same manner as other Visa card purchases. Contractors cannot process payment transactions through the credit card clearinghouse until the purchased products have been shipped or received or the services performed.

For all Statewide and Agency Term Contracts:

* Under the LaCarte program, purchase orders are not necessary. Orders must be placed against the net discounted products of the contract. All contract terms and conditions apply to purchases made with LaCarte.
* If a purchase order is not used, the Contractor must keep on file a record of all LaCarte purchases issued against the contract during the contract period. The file must contain the particular item number, quantity, line total and order total. Records of these purchases must be provided to the Office of State Procurement on request.

**EFT** payments are sent from the State’s bank directly to the payee’s bank each weekday. The only requirement is that you have an active checking or savings account at a financial institution that can accept Automated Clearing House (ACH) credit files and remittance information electronically. Additional information and an enrollment form is available by contacting the Office of Statewide Reporting & Accounting Policy at DOA-OSRAP-EFT@la.gov .

To facilitate this payment process, you will need to complete and return the EFT enrollment form.

If an award is made to your company, please check which option you will accept or indicate if you are already enrolled.

 Payment Type Will Accept Already enrolled

 LaCarte \_\_\_\_\_\_ \_\_\_\_\_\_\_\_

 EFT \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Individual Authorized

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature for payment type chosen Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address and phone number of authorized individual

**Literature:**

Literature and/or specifications must be submitted upon request; if requested, literature and/or specifications must be submitted within 5 business days of written request.

**Samples:**

Sample(s) may be required. When requested, samples must be furnished at vendor’s expense, and received no later than 10 days after request. Packages should be clearly labeled with the solicitation (RFx) number. Each individual sample within the package must be clearly labeled with bidder’s name, manufacturer’s brand name and number, solicitation (RFx) number and item reference. Submit only one bid proposal’s samples per box. Samples of successful bidder will be retained at the purchasing office or the using agency for the purpose of receiving merchandise. Any part of merchandise received that does not meet the quality standards and construction of the sample will be rejected and returned at vendor’s expense.

Any other samples received, if not destroyed in testing, may be returned at the bidder’s expense. Request for return, shipping authorization, and sufficient return postage must be received no later than 10 days after receipt of samples, or commodities shall be disposed of by the State of Louisiana.

The Purchasing Agency reserves the right to inspect and test the delivered merchandise for compliance with the bid specifications. If merchandise fails to meet the specifications, the cost of test and inspection will be paid by the contractor. If the merchandise is in compliance, cost of all tests will be paid by the using agency.

**Non-Exclusivity Clause:**

This agreement is non-exclusive and shall not in any way preclude State Agencies from entering into similar agreements and/or arrangements with other vendors or from acquiring similar, equal, or like goods and/or services from other entities or sources.

**Termination for Non-Appropriation of Funds:**

The continuationof the contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of a contract or if such appropriation is reduced by the veto of the Governor or by any means provided in the Appropriations Act or Title 39 of the Louisiana Revised Statutes of 1950 to prevent the total appropriations for the year from exceeding revenues for that year or for any other lawful purpose and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

**Increase/Decrease:**

The quantities listed herein are estimated to be the amount needed. In the event a greater or lesser quantity is needed, the right is reserved by the State of Louisiana to increase or decrease the amount, at the unit price stated in the bid.

**Administrative Fees:**

The State shall be due a 1% administrative fee to be payable to the State of Louisiana, Office of State Procurement (OSP) in exchange for the management and facilitation of the contract(s) resulting from this solicitation. The calculation of the administrative fee includes any entity receiving contract pricing resulting from the awarded contracts. The administrative fee shall be submitted quarterly and shall be based on the total net (gross sales minus returns, credits and deductions) sales made to entities located in the State of Louisiana under the contract. Initiation and submission of the administrative fees to OSP is the responsibility of the Contractor without prompting or notification by the State Procurement Analyst (SPA). If these administrative fees are not submitted in a timely manner, OSP shall have the right to terminate the contract.

The check is to be made payable to: Louisiana DOA – Office of State Procurement. The check is to be mailed or sent through a courier service to the following address: Office of State Procurement, Attn: OSP Receivables Specialist, 1201 North 3rd Street, Claiborne Building – Suite 2-160, Baton Rouge, LA 70802. The calculation of the administrative fees shall begin immediately upon execution of the contract and payment shall be made in accordance with the following schedule:

**Quarter Payment Period Payment Due Date**

First Quarter July 1 through September 30 October 31

Second Quarter October 1 through December 31 January 31

Third Quarter January 1 through March 31 April 30

Fourth Quarter April 1 through June 30 July 31

**NOTE: THE CONTRACTOR SHALL INDICATE THE STATE CONTRACT NUMBER ON THE REMITTANCE. WHEN SUBMITTING ONE REMITTANCE FOR MORE THAN ONE CONTRACT, THE CONTRACTOR SHALL INDICATE ALL STATE CONTRACT NUMBERS AND THE AMOUNT FOR EACH.**

**Contract Usage Reports:**

The Contractor shall submit detailed contract usage reports **quarterly** to the State Procurement Analyst (SPA) for the contract in accordance with the below schedule. Initiation and submission of the quarterly reports to the SPA is the responsibility of the Contractor without prompting or notification by the SPA. If these reports are not submitted in a timely manner, the Office of State Procurement (OSP) shall have the right to terminate the contract.

The specific usage report content, scope, and format requirements are available on the OSP website under Vendor Resources/Vendor Forms:

<https://www.doa.la.gov/doa/osp/vendor-resources/>.

In addition, the person’s name who compiled the report and their contact information shall be provided. OSP reserves the right to request copies of any purchase orders issued against the contract.

The usage reports shall be submitted utilizing this format or an equivalent format that has been pre-approved by OSP.

Schedule for submittal of usage reports:

**Quarter Reporting Period Due Date**

First Quarter July 1 through September 30 October 31

Second Quarter October 1 through December 31 January 31

Third Quarter January 1 through March 31 April 30

Fourth Quarter April 1 through June 30 July 31