

DATE: March 3, 2006

TO: Hospital Administrators
Hospital Purchasing Directors
Hospital CFOs

FROM: Michele McKee, CPPB
Procurement Manager II

RE: **FY06 Requisition Deadlines/FY07 Requisitions and Orders**

Current Fiscal Year 2006 Requisition Deadline

The deadline for the submittal of current Fiscal Year 2006 requisitions will be April 7, 2006. Please begin submitting these requisitions as soon as possible.

Requisitions submitted after the April 7th deadline will be considered on an exceptional basis with supporting justification from the administrator or his designee. If late requisitions are accepted and processed, it is with the understanding that the hospital will have to use restricted funds or use next year's monies in their operating budget in the event a June 30th delivery requirement is unrealistic. Requests for short bids must be accompanied by justification and approved by the hospital administrator.

Requirements for **capital equipment** are typically subject to a lengthy procurement process, i.e., pre-bid conferences, agency reviews, long delivery lead times, etc., and **should be submitted immediately but no later than close of business March 30, 2006.**

The Office of State Purchasing will process all vehicle orders up to March 15th, although they cannot guarantee delivery by June 30, 2006.

Visit the following OSP website to review specifics as it refers to the vehicle cutoff date:
<http://www.doa.state.la.us/osp/AgencyCenter/Memos/Memos-2006/OSP06-04.pdf>

On requisitions for FY06 that are bid as we approach the end of the fiscal year, as a reminder, you may want to include the end of fiscal year delivery clause as state below.

“Due to fiscal year constraints, funding may be unavailable for payment of items not delivered by June 30, 2006. If delivery cannot be made in accordance with the order, vendor should advise the hospital of inability to supply.”

Fiscal Year 2007

The effective date for entering FY_2007 requisitions and purchase orders was 03/01/2006. When entering FY_2007 documents during the current fiscal year, please remember to change the **accounting and due dates to 07/01/2006 or later.**

The budgets loaded apply to Fund 111 only. FY_2007 budgets have not been loaded for Funds 113 and 115. Please do not enter requisitions or purchase orders for those funds.

In the event FY07 bids that are within your delegated authority are released, please be advised that delivery cannot be made prior to July 1, 2006. Be sure to include the appropriated funds clause which reads:

“Any orders resulting from this solicitation will be paid with new FY funds, if appropriated by the legislature. Delivery cannot be made prior to July 1 and your bid prices must be firm for acceptance and delivery accordingly.”

Renewals for Agency Contracts that end June 30, 2006 (including renewals or non-renewals)

April 7, 2006, is the deadline for submitting requisitions for agency contracts (i.e., Infectious Waste; Standing Orders; etc.) that end on June 30, 2006. This includes those that can be renewed, as well as non-renewable contracts. HQ will send out all necessary renewal letters for contracts bid/handled by this office. Requisitions should include the LSUHSC Order Form with all pertinent information. **NOTE:** Prior to requesting renewal on medical or laboratory supply-type contracts, it is imperative to verify with AmeriNet to assure that the items are not found on any of their contracts.

Summarization of Deadlines:

Capital Equipment: March 30, 2006

Vehicles: cut-off date is March 15, 2006. see website:

www.doa.louisiana.gov/osp/AgencyCenter/Memos/Memos-2005/OSP05-06.pdf

Requisitions, etc: April 7, 2006

Agency Contracts ending 6/30/06: April 7, 2005

NOTE: Any requisitions or renewal submitted after the deadline will be processed **after** all others that were submitted on time.

All facilities are to utilize these instructions until further notice. Please distribute this memorandum internally and to your field operations as deemed appropriate. If you have any questions, please contact this office.