

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:

f Suppliers wishing to participate in the competitive process for LSsocrmurem5.4(s)-2(the)JTJ -3T6 TwTf .419551 0 TD .0002 Louisiana Regions in which they are willing and able to conduct

Suppliers officially enrolled in the applicable supplier group and delivered/rendered.

er, enrollment does not guarantee your automatic inclusion as a bidder for all applicable solicitations.

f 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).

f 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:

¾ \$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.

¾ \$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.

¾ \$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 d1cdca

¾ 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.

¾ 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.

f 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.

f 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.

f 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.

f 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).

f 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.

f LSU assumes no liability for missed opportunities, delayed payments, etc, due to:
¾ Supplier's failure to timely monitor and respond to any and all designated addresses (e-mail, fax, USPS mail) for LSU business transmissions;
¾ 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
¾ Supplier's equipment failures or downtimes.

f 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