



The LaMATS BidBoard Procurement Network is a Trademarked Service of the Louisiana Municipal Advisory and Technical Services Bureau, a wholly owned subsidiary of the Louisiana Municipal Association (LMA).

Procurement in Louisiana

A Guide to Local Government Procurement and Competition

Developed by the Louisiana Municipal Advisory and Technical Services Bureau (LaMATS) and the Louisiana Municipal Association (LMA), this guide provides instruction, reference and best-practices for local government procurement officers and elected officials.



Published: February 2017/revised 6/16//2017

Contact: Paul Holmes
Procurement Director
LaMATS

Procurement in Louisiana

A Guide to Local Government Procurement
and Competition

FEATURED TOPICS:

- ✓ Who is responsible?
- ✓ Planning and Promotion
- ✓ Seeking Competition
- ✓ E-Procurement and Online Reverse Auctions
- ✓ Cooperative Buying
- ✓ Aggregating
- ✓ Sharing (Piggybacking) on Local Government Contracts
- ✓ Procurement Policies and Procedures
- ✓ Professional Services
- ✓ Preferred Sources
- ✓ Ethics and Conflicts of Organizations
- ✓ Professional Organizations
- ✓ Louisiana Municipal Association and Louisiana Municipal Advisory and Technical Services Bureau
- ✓ LaMATS Procurement Advisory Board

Appendix A Monetary thresholds which require competitive bids and solicitations

Appendix B Understanding the LaMATS BidBoard Procurement Network Model

Appendix C Model Policy Online Reverse Auctions

Appendix D LaMATS BidBoard Advisory Panel Members

What You Need To Know

In addition to complying with law, procurement activities must be in alignment with city policy.

Procurement officers typically obtain final approval from a supervisor, an official or a mayor before funds can be expended.

Procurement activities are subject to yearly audits required by State law to ensure compliance with State law, ordinances and city policies.

This Guide

Fostering efficient competition is key to lowering procurement costs and providing opportunities to vendors seeking to do business with local government. This guide is intended as an introduction to the competitive process and as a quick reference to Louisiana's procurement requirements. Interspersed throughout are notes as to how LaMATS can assist your agency in meeting competitive and legal requirements for purchasing.

What is LaMATS

LaMATS is the Louisiana Municipal Advisory and Technical Services Bureau, an arm of the Louisiana Municipal Association ("LMA"). Its mission is to provide valuable association benefits and savings as well as advisory and technical services to the LMA membership of 305 municipalities and numerous affiliated local government units. These services—all voluntary and many of them at no charge—are developed by and for our members.

In 2017, LaMATS launched the "**LaMATS BidBoard Procurement Network**," a service to improve municipal procurement best practices and efficiencies by providing members a variety of electronic means to streamline bidding of goods and services and to compare quality and prices when bidding is not required.

Who is Responsible for Procurement?

At the local level, each Louisiana municipality or local government agency is responsible for conducting their own procurements in a competitive manner that complies with law. Most municipalities have a designated procurement officer, generally the Town or City Clerk in smaller municipalities, or a specified staff member specifically assigned the duty in larger cities, commonly a city treasurer, manager or administrator. Additionally, buyer duties might be assigned to a public works director, program manager or to a police chief.

In addition to complying with State law, procurement activities must be in alignment with municipal policy. Procurement officers typically obtain final approval from a supervisor, an official or a mayor before budgeted funds can be expended. In many instances, individual solicitations and contracts must be approved by a town's board. Procurement activities are subject to yearly audits to ensure compliance with State law, ordinances and city policy.

Procurement questions that require legal interpretations may be referred to a city's attorney. LaMATS is also available to provide technical advice and assistance to procurement officials and to city attorneys when questions arise regarding procurement legal compliance, and can direct you to the most up-to-date resources available to use for research.

Seeking Competition

One of the best methods for ensuring that goods and services are acquired in a cost-effective manner is to create as much competition as possible. Competition helps your government obtain quality commodities and services at the lowest possible cost. Seeking competition helps guard against extravagance and fraud, while allowing interested vendors a fair and equal opportunity to compete. Organizations that embrace the goals of seeking competition can realize both monetary benefits and product satisfaction from the time, effort and resources required to conduct statutorily required competition. To realize these benefits fully, not only do procurement officials need to be knowledgeable about the requirements and benefits of competitive bidding and offers, but they must take the lead in educating their officials and the employees who utilize the products and services acquired.

Monetary Thresholds and Competition

Louisiana requires that certain types of competitive solicitations occur based on the monetary value a purchase or the type of procurement, (see e.g., “Public Works,” **Appendix A**). Louisiana’s Legislative Auditor regularly addresses these thresholds and makes recommendations as to the levels of competition it considers as having satisfied the competitive requirements.

Although there are exceptions (including legitimate sole source, emergencies or services), the broad categories are:

1. Purchases of supplies **under \$10,000**: Require no competitive solicitation although local government is encouraged to adopt policies requiring quotes.
2. Purchases of supplies from **\$10,000 to \$30,000**: At least 3 solicited telephone or fax quotes are required, with confirmation in writing.
3. Purchases of supplies **over \$30,000**: A competitive bid process is required.
4. **Public Works** which exceed the “contract amount:” A public sealed bid process is required.¹

Even where a purchase does not require a competitive solicitation, price comparisons or even solicited quotes should, nevertheless, be utilized as a best practice. The key is to adopt strategies that incorporate competition in almost every purchase made.

*Please refer to **Appendix A** for more detailed coverage of the Competition Thresholds that govern types of solicitations.*

¹ The “contract amount” increases periodically and is currently set at \$152,550.

Sealed Bids

The sealed bid process is currently the most commonly used competitive process at the local level. Except for data processing technology, mixed bids for product and service, and lower-valued public works projects, “best value” or “request for proposals” solicitations are generally not allowed. Sealed bids may be solicited through electronic means as an option to paper-based solicitations or may be designated as the sole method to receive bids.²

Specifications

The specification document sets forth the standards and requirements that competitors must observe, and provides them with information necessary to prepare their bids or offers. Specifications should be clearly written. They should provide prospective vendors a common standard by which to be measured, and provide assurance that vendors will be competing on a fair and equal basis, which should encourage vendors to be responsive and competitive. The specification should indicate the basis on which the bids and offers will be evaluated and the award made. Preparing responses can be costly to vendors, so qualified firms may be unwilling to go through the work and expense of preparing a bid or offer if critical details of the engagement or the criteria used to select the vendor are not clearly communicated during the solicitation process. Specifications should not be too vague or indefinite, so that competing bidders have enough information to formulate intelligent bids or offers. Specifications also should avoid being unduly restrictive, thereby shutting out or stifling open and fair competition among vendors. With fair specifications, participation in the competitive process may increase, resulting in potential cost savings.

Brand Name

Louisiana allows “brand name” or proprietary specifications when describing a product or supply desired. However, any proprietary specification must also provide for the acceptance of equal or equivalent items. See La. R.S. 38:2212.1(C) regarding the requirements. Using a known model or make as the starting point for specification writing makes the procurement professional’s job easier. Requiring acceptance of bids on products with equivalent specifications helps ensure that price competition occurs.

Awarding Contracts

When competitive bidding is required, the award of the contract is made to the lowest priced responsible bidder which has complied with the specifications. In assessing whether a bidder is responsible, a local government should consider factors such as a bidder’s capacity and financial ability to complete the contract, accountability, past performance, reliability and integrity. A bidder should be given reasonable notice and opportunity to be heard before a determination of non-responsibility is made.

² R.S. 38:2212.1(4)(f): Public entities shall have the option to require that all bids be submitted electronically for any competitive bid let out for public bid.

Planning and Promotion

To create as much market awareness as possible, municipalities and local governments should carefully plan their solicitations. Thinking ahead to consider where and how to get the best price on all purchases is important; a hasty purchase is an unwise purchase! Strive to know and to understand your government's needs. Put into place calendaring for regular, periodic purchases and a system of advanced notification when other supplies are getting low. Avoid getting into situations where you are up against deadlines or have run out of a commodity and must, ultimately, settle for higher prices.

Whether using a formal sealed bid process, a reverse auction or simply obtaining quotes, planning and efficient use of resources can help reach as many qualified vendors as possible. If conducted properly, the competition generated will save money for your municipality or local agency.

Keep in mind that a municipality can utilize more than the statutorily required Journal of Record advertisements to attract qualified bidders or offerors. For example, **LaMATS BidBoard Procurement Network** can assist any municipality or local government, large or small, reach out to as many qualified vendors as possible, including local, regional or even national vendors if necessary. Belonging to a network that actively seeks vendors who receive advanced notice of your solicitations or purchasing needs will significantly improve your chances of attracting more qualified bids and will save money. Disseminating information about future purchases well in advance of the issuance of a formal solicitation gets the attention of qualified vendors and requires minimal effort though LaMATS. Local government is encouraged to develop links on their public websites to take vendors and the public to the websites or networks where their pending RFQs or solicitations are posted.

Networking Through *LaMATS BIDBOARD*

We know that each Louisiana municipality and local government is responsible for its own procurement. The ability to network with others greatly enhances an individual government's ability to compete efficiently while complying with legal requirements, achieving best practices and finding the best deals. As members of the Louisiana Municipal Association, all Louisiana municipalities and affiliated agencies can combine purchasing power through **LaMATS BidBoard Procurement Network**.

The network facilitates your access to the following services, explained in greater detail below:

- E-Procurement services
- Access to vendors' whose government prices or discounts are provided
- Cooperative buying and aggregation of materials and supplies
- Sharing ("piggybacking") on local government contracts
- Procurement policies and procedures best practices
- Professional services support
- Preferred sources
- Ethics and conflicts education

Mandated E-Procurement Systems

Louisiana law authorizes public sealed bids by electronic means, including cloud-based online platforms, known as E-Procurement systems. This new technology promises to increase competition and convenience but is currently underutilized or used inconsistently by municipalities. Recent legislation (Act 420, HB 1009 of Louisiana Regular Session 2016) seeks to mandate the use of electronic posting and submittal of bids on all but the smallest local governments until affordable platforms can be developed.

LaMATS provides your municipality a leg-up into cloud-based online procurement processes by providing the necessary training and assistance as well as access to electronic platforms at no direct or upfront cost to your town.

Although a municipality may work on its own to conduct E-Procurement events, working through **LaMATS BidBoard** has tremendous advantages. These include:

- **Staff augmentation:** Allow the network to do some of the heavy lifting such as advertising beyond your local journal of record; reaching out to the vendor community to ensure interest and participation; calendaring and reminders when your solicitation will issue and when returns should be expected; and assisting you if vendor or product quality issues arise.
- **State-of-the-art platforms:** Document the time and date of receipt of bids; authenticate the identities of bidders; provide a procurement record repository; ensure security of information transmitted; and ensure confidentiality of bids until the time and date established for the opening.
- **Savings:** Cloud-based system requires no purchase of software, maintenance or license agreements.

Reverse Auctions

One form of E-Procurement that holds much promise for local government is the online reverse auction process. Vastly underutilized at the local level due to the lack of available platforms, reverse auctions can provide streamlined methods of conducting solicitations and receiving bids for supplies, services, equipment and materials. Bids are made online by vendors in real time, and each vendor can lower their bid amounts during the allotted time. Vendors can be prequalified so that only vendors meeting certain criteria may respond. The municipality conducting the event can monitor the bidding and place its order with the winner as soon as bidding closes.³

LaMATS BidBoard helps develop standardized policies that give political subdivisions the most flexibility in conducting reverse auctions. As an LMA member or affiliate, **LaMATS BidBoard** helps you conduct your reverse auctions to help insure the results comply with the law and with your town's high quality standards.

³ See R.S. 38:2271.

Electronic Sealed Bids

Electronic sealed bids currently augment (and will eventually replace) the traditional paper-based method of soliciting and submitting sealed bids.⁴ The ability of buyers to “build” solicitations to prepare bid responses and to submit bid packages online can save contractors and vendors hundreds or even thousands of dollars in duplication, printing, documentation and delivery costs. The ability of buyers to upload specifications, track those who register an interest in bidding, and to send solicitation changes or addendums online to interested contractors and vendors saves additional time and money and helps insure success.

Electronic sealed bid platforms standardize the bid solicitation and bid receipt processes, while remaining flexible enough for individual customization of bids to specific product lines.

“Network” Contract Shopping

Many local retailers and larger chains can offer “group” discounts to local government if the government units are organized in such a way that the offerings are available to a wide consumer base. One of the greatest advantages of working through an online network is its ability, with the help of its members, to offer competitive, vendor contracts for small purchases. The ability to “shop” network vendor products online to compare products and prices means that procurement becomes much easier and more efficient.

For local Louisiana government, network contracts ensure that purchases under \$10,000 are competitive and prices are the lowest available, even though competition may not technically be required. For purchases between \$10,000 and \$30,000, network contracts provide a valuable source to determine which products best meet the need and to compare/contrast available pricing prior to getting final quotes. Remember, with pre-existing discounts published, the contract price is often the starting point for negotiating lower quotes.

A benefit of network contracts is municipalities’ ability to use the product sources, specifications and prices as a reference when developing specifications for larger purchases that require competitive solicitations and having an active and educated vendor base to respond to online solicitations and requests for quotes.

For Louisiana vendors of products with regional or statewide appeal, network contracts offer a unique avenue to advertise and thus the opportunity to expand their consumer base, to increase sales volumes and profitability.

LaMATS BidBoard offers online “shopping” opportunities through its service, “**BidBoard Shopping**.” Some vendors included on **BidBoard Shopping** may already participate in other established networks or cooperatives, or this may be their first venture into government sales. Regardless, BidBoard Shopping is dedicated to maintaining only those vendors local Louisiana government units demand and who offer the best values on proven products; maintain websites to facilitate e-commerce; are dedicated to posting their pricing structures; and will respond promptly to local government for information, quotes and bids.

⁴ La. R.S. 38:2212.1(B)(4)(f) provides that public entities “shall have the option to require that all bids be submitted electronically for any competitive bid let out for public bid.”

Cooperative Purchasing

At the local level, cooperative purchasing occurs when two or more localities work together to procure commodities or services. The benefits of cooperative purchasing include lower commodity prices (achieved through economies of scale) and lower joint administrative costs. The basic principle behind cooperative purchasing is that common supplies, materials and equipment can often be purchased for substantially less if bought in quantity. Local government can take advantage of cooperative purchasing through R.S. 38:2112.1(F) per Part VII of Chapter 17 of Subtitle III of Title 39 of the Louisiana Revised Statutes of 1950, R.S. 39:1701 et seq.

Local governments in Louisiana may be confused as to why cooperative purchasing is allowed, while simply joining a commercial cooperative and buying off their contracts is not allowed. The answer is that any governmental cooperative purchase must follow Louisiana's laws regarding proper solicitation, advertisement, bidding and contracting, as well as being instituted through agreement of the participants to meet a common need. Commercial cooperatives, many formed to comply with laws of other states, cannot guarantee that Louisiana law has been followed. The most important aspect of cooperative purchasing is that it should be conducted by and on behalf of local Louisiana governmental entities.

LaMATS BidBoard assists municipalities interested in procuring in cooperation with others by assisting in the development of standardized specifications; advertising opportunities as early as possible; and promoting the sponsorship of solicitations that comply with the participants' municipal policies.

Sharing Government Contracts (a/k/a “Piggybacking”)

As an alternative to soliciting competition on your own, municipalities and local government may share or “piggyback” on certain contracts by other local governments when ordering the same product, equipment or supplies. Use of these contracts may constitute an exception to the competitive bidding requirements of the law and can save a municipality time and money. Local government must recognize that piggyback requirements have been changed. Please see Act 510 of the 2016 Regular Session.⁵

LaMATS BidBoard can facilitate the sharing of contracts through administering a database of existing piggyback opportunities, by documenting that proper certifications and vendor agreements are in place, and by tracking quantities that have already been procured. On the front end, LaMATS can ensure that network members properly leave the door open to piggybacking. For example, if an item is popular or in high demand, LaMATS will encourage network members to allow it to help create additional sharing opportunities.

Procurement Policies and Best Practices

Every local government should adopt its own policies and procedures for the procurement of goods and services where competitive bidding is not required by law. Additionally, your

⁵ The practice of allowing piggyback contracts to occur was codified in the 2016 Legislative Session. Act 510 requires that a piggyback contract occur within one year of bid closing and limits the opportunity to piggyback to twice the original quantity purchased. Whether a contract is still open or is “viable” may no longer apply. The piggyback must occur within one year of the closing of bids.

municipality should have in place policies that encourage or allow the use of E-Procurement and reverse auction platforms whenever bids, competitive quotes or even price comparisons are required. LaMATS can determine when E-Procurement and reverse auction processes will assist you in reaching an adequate number of vendors to receive the lowest prices available. LaMATS can also assist you by researching the sources of the products you seek and the price ranges to expect by utilizing certain types of procurement methods.

Professional Services Support

One of the most prominent exceptions to competitive bidding exists in the engagement of professional services, including those rendered by attorneys, engineers and others with specialized or technical skills, expertise or knowledge. In addition, insurance and related products are not always subject to competitive bidding. However, your municipality or government may decide that a competitive quote or proposal process may be in your best interests. LaMATS assists in this arena by referring you to the professionals who can provide the services you seek or by helping you acquire the services through an E-Procurement solicitation that reaches experts on a regional basis.

Preferred Sources

A variety of vendors provide products or services that are favored by State law. Your municipality may give vendors of such products an advantage even where competitive bidding is required. For example, services provided by Sheltered Workshops (supervised workplaces for physically disabled or mentally handicapped adults) do not require competitive bidding, and local government is highly encouraged to utilize these services. Local distributors may be utilized without the necessity of bidding in certain circumstances or where the product sold is substantially the same as products supplied by vendors on State contracts. Some Louisiana products sold are entitled to preferences where the product is manufactured in Louisiana. LaMATS can assist your municipality in recognizing when to utilize the services of Preferred Sources.

Ethics and Conflicts Education

Municipalities and local governments are required to follow the procurement statutes and the Governmental Code of Ethics and are encouraged to become certified or to receive continuing education through professional organizations such as the National Institute of Governmental Purchasing (“NIGP”) and its local Louisiana Chapters.⁶ Through participation in the **LaMATS BidBoard Procurement Network**, LaMATS is able to award scholarships and assistance to municipal staff to join or train through professional organizations dedicated to ethics and best practices.

LaMATS BidBoard Advisory Panel

The LaMATS E-Procurement program is advised by its members through the LaMATS BidBoard Advisory Panel, comprised of dedicated municipal procurement staff. The Advisory Panel meets periodically to review the program’s offerings; to express the training needs and

⁶The LMA is a member and supports all Louisiana Chapters of NIGP.

direction to be provided to network members; to suggest solicitations and types of procurements that would benefit members through cooperative buys or shared contracts; and to recognize achievements of its municipal members.

The current Advisory Panel is comprised of procurement representatives are found in **Appendix D**.

Questions/Comments

Questions or comments regarding this guide or its contents may be directed to:

Paul Holmes
LaMATS Procurement Director
paul@lamats.net

APPENDIX A Competition Thresholds

Purchases—refers to the acquisition of supplies, services, materials and equipment

- Annual spend under \$10,000 per item—competitive bids are not required, but best practices dictate price and quality comparisons
 - Items that fall within this category may be found on **BidBoard Shopping** off of contracts where publication of available price discounts has been negotiated
 - Equipment, materials or supplies that exceed \$5000 are excellent candidates for a reverse auction
- Annual spend between \$10,000 and \$30,000 per item—comparative quotes confirmed by phone or fax required
 - Items that fall within this category may be found on **BidBoard Shopping** for price comparison, price negotiation and for purchase
 - Equipment, materials or supplies that fall within this category are excellent candidates for a reverse auction
- Annual spend exceeds \$30,000 per item—sealed bid, reverse auction or piggyback required*
 - Items that fall within this category may be found on **BidBoard Shopping** for vendor, product and price research
 - Equipment, materials or supplies that fall within this category can be piggybacked off of an existing contract that was competitively bid according to State law
 - Sealed bid or reverse auction required to procure if no piggyback opportunity exists
 - Consider sponsoring or joining a cooperative solicitation for the item(s)

**If available, these items may also be bought off of State cooperative contracts through the Office of State Procurement*

Public Works—generally refers to contracts to construct, build, erect, install or make major repairs to public facilities owned, used or leased by a public entity

- Projected cost exceeds the statutory contract amount (currently \$152,550)⁷
 - Sealed bid process required
 - Sealed bids can be solicited and received electronically through the use of an electronic platform such as the one provided by LaMATS BidBoard
- Projected cost is less than the statutory contract amount (currently \$152,550)
 - Sealed bid process may be used but is not required

⁷ 2017 amount. The statutory contract amount periodically rises with the rate of inflation.

- The project can be let out through competitive negotiation, a request for proposals or a reverse auction process

Computer Technology—generally refers to the acquisition of computers and software, including online and cloud-based technologies. If the acquisition exceeds \$30,000 then:

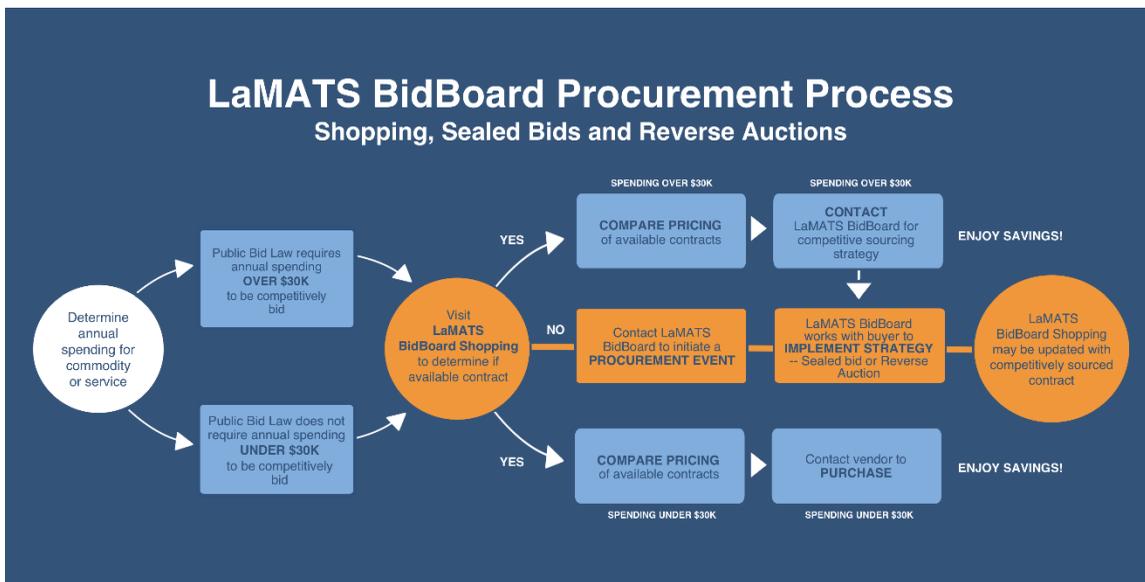
- A Request for Proposal (RFP) solicitation is preferred
- A sealed bid or reverse auction process are allowed where vendors are put on notice that RFP procedures will not apply
 - **LaMATS BidBoard** can provide the platform to solicit and to receive RFP responses or bids electronically

Appendix B

Understanding the LaMATS BidBoard Procurement Network Model

(These illustrations and descriptions are intended for use and interpretation by Procurement Staff only)

Simplified Decision Flow Chart (for Illustration Only)



BidBoard Procurement Models

In the following illustrations, **BidBoard Shopping** refers to the BidBoard Procurement Network portal where available prices for low-dollar items, products or components may be found. The symbol => means either "go to" or "next." (The models illustrated are meant to convey basic methodology only. Additional steps by procurement staff are necessary prior to a purchase being made.) All purchases must comply with procurement laws and your established policies.

Model 1: Simple BidBoard Purchase

1. Buyer needs product under \$10,000=>**BidBoard Shopping**
2. Contract exists
3. Buyer makes purchase

Model 2: 2-Step BidBoard Purchase

1. Buyer needs product=> **BidBoard Shopping**
2. Contracts exist but purchase exceeds \$10,000 but < \$30,000
3. Buyer compares prices and obtains quotes on favored products

Model 3: No BidBoard Shopping Contract Exists

1. Buyer needs product under \$30,000=> **BidBoard Shopping**
2. No contract exists
3. Buyer contacts BidBoard to find product and/or to consider adding needed vendor and/or product to **BidBoard Shopping**

Model 4: BidBoard Shopping Contract Exists but Purchase Exceeds \$30,000

1. Buyer needs products=> **BidBoard Shopping**
2. Contracts exist but purchase will exceed \$30,000
3. Buyer contacts BidBoard to commence solicitation=>Reverse Auction conducted including Network Vendors listed on **BidBoard Shopping**

Model 5: No BidBoard Shopping Contract Exists and Price Exceeds \$30,000

1. Buyer needs products=> **BidBoard Shopping**
2. No contracts exist and purchase will exceed \$30,000
3. Buyer contacts BidBoard to commence solicitation=>Reverse Auction conducted with Non-Network Vendors
 - a. BidBoard announces solicitation
 - b. BidBoard looks for joint sponsors (if available)
 - c. Buyers receive products
 - d. BidBoard advertises piggyback opportunities (if available)
 - e. BidBoard asks vendor to hold unit price and lists vendor/product on **BidBoard Shopping** for small purchase opportunities (if applicable)

Model 6: Product and Installation under \$152,550

1. Buyer needs installation of components=>**BidBoard Shopping (Installations)**
2. Buyer checks off components needed
3. Buyer receives quotes for product and installation
4. Buyer chooses "best value" product and vendor

Model 7: BidBoard Initiated Event

1. BidBoard recognizes aggregate buy opportunity (i.e., materials)
2. BidBoard asks City A to sponsor
3. BidBoard asks other cities to join
4. BidBoard issues a solicitation (either sealed bid or reverse auction)
5. Buyers receive materials
6. BidBoard posts piggyback opportunities
7. BidBoard determines if product/unit pricing conducive to placing on BidBoard Shopping for small orders

Appendix C

MODEL ONLINE REVERSE AUCTION POLICY (R.S. 38:2271)

It shall be the policy of the City of _____ to procure through electronic bidding where it is in the best interests of the City and it has been determined that electronic online bidding is more advantageous than other methods.

At the time of developing an online reverse auction event, with the assistance of electronic platform provider LaMATS BidBoard Procurement Network, the City shall determine:

- 1) If vendors must register before the opening date and time.
- 2) If vendors must be prequalified to place bids.
- 3) The opening date and time and closing date and time.
- 4) The manner of accepting online bids until the bidding is officially closed and that registered bidders shall be allowed to lower the price of their bids below the lowest bid posted on the internet until the closing date and time.
- 5) That bidders' identities shall not be revealed during the bidding process.
- 6) All bids shall be posted electronically and updated on a real-time basis.
- 7) The City shall retain the right to cancel the solicitation if it determines that it is in the City's best interest.
- 8) The City shall retain its existing authority to determine the criteria that will be used as a basis for making awards.
- 9) Any other applicable policy recommended by LaMATS BidBoard Procurement Network determined to be in compliance with law and which is recommended to facilitate a successful auction.

MODEL ONLINE REVERSE AUCTION NEWSPAPER NOTICE

The City of _____ seeks online bids only for _____ linear feet of galvanized, steel barricades, opening 4/ /17 and closing 4/ /17. Additional specs are applicable—vendors go to www.lamatsbidboard.com for information/requirements to register and for submission of bids in reverse auction format.⁸

⁸ The notice shall be published twice in a newspaper in the locality, the first to appear at least 15 days before the opening date of the reverse auction.

Appendix D
LaMATS BidBoard Advisory Panel

Clay Stafford—City of Gonzales, City Clerk and Finance Director

Cathy Williams—City of Mandeville, Purchasing Agent

Michelle Colvin—City of Ruston, Purchasing Agent

Scott Olvey—City of West Monroe, Chief Accountant

Rusty Reeves—Louisiana Rural Water Association, Deputy Director