Office of State Procurement
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR

JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

To: All Department Undersecretaries, Agency Heads, Business Managers, and Contract Officers of all State Departments and Agencies, Colleges and Universities, Boards and Commissions

From: Pam Rice, Assistant Director/ Professional Contracts pbr

Date: April 21, 2016

Re: **FY 16 Critical Contract Deadline and Carryforwards in LaGov/Professional Contracts**

The Office of State Procurement/Professional Contracts requests your cooperation in complying with this year's deadline for submittal of all **FY 16** contracts and amendments, to assist in a smooth year-end closeout.

Please take note of these important dates and facts with regard to the LaGov system:

- **In order for OSP-PC to ensure approval of all current fiscal year contracts/amendments by June 30, 2016, they must be received in our office via PROACT or hard copy (for non-PROACT agencies) by 5:00 pm on Friday, May 13th.**

  Contracts will be accepted after this date, but processing may be delayed for these contracts, as OSP will use a "first-in, first out" system.

- **OSP MUST enter final contract approvals for FY 16 contracts/amendments into LaGov by TUESDAY, JUNE 28, 2016, to ensure that the funds are encumbered by June 30, 2016.**

  Approvals entered after this date may not have time to complete processing by June 30, 2016.

- **Agencies requesting a carryforward BA-7 of FY16 funds from Office of Planning and Budget will be required to show that a bona fide obligation existed as of June**

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30, 2016. ***Contracts not submitted timely and approved by these dates in LaGov will require a manual intervention process in order for funds to be carried forward.***

Please make certain that contracts contain all required information and approvals before sending to OSP-PC for final approval. This will help us expedite our approval process and eliminate the unnecessary delays that occur when we have to hold our approval waiting for additional information from the agencies.

FY 2017 contracts may be submitted at any time, as OSP-PC approval of next fiscal year contracts is always contingent upon funds being appropriated by the Legislature. You are encouraged to send these in as early as possible to avoid a backlog of contracts at the beginning of the **2016-2017** fiscal year and to facilitate prompt payments to those contractors providing continuing services.

Thank you for your continued cooperation in this and all contract matters.