State of Louisiana

DIVISION OF ADMINISTRATION
OFFICE OF THE COMMISSIONER

KATHLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

MEMORANDUM

TO: Heads of Departments and Agencies, Colleges and Universities, Boards and Commissions - State of Louisiana

FROM: Jerry Luke LeBlanc
Commissioner of Administration JLL

DATE: May 2, 2006

RE: Implementation of the Hudson Initiative Program – Act 440

Full implementation of the administrative procedures governing the Louisiana Initiative for Small Entrepreneurships, known as the Hudson Initiative, is underway. This program was created by Act 440 of the 2005 legislative session to provide additional opportunities for certified Louisiana-based small entrepreneurships to participate in contracting and procurement with the State. To participate, a small entrepreneurship must be certified by the Louisiana Department of Economic Development. Certification is based in part on a firm's annual gross revenue receipts ($5,000,000 for construction operations and $3,000,000 for non-construction); number of employees (less than 50); domicile in Louisiana; and other criteria as specified by Act 440.

The Division of Administration and State departments/agencies are responsible for the direct operation and implementation of the Hudson Initiative. All departments/agencies shall immediately advise small entrepreneurs on your bidders list of this program and encourage them to certify through the Louisiana Department of Economic Development. Small entrepreneurship eligibility and certification information is available at www.ledsmallbiz.com. A sample announcement that may be utilized to notify bidders on your list is available at www.doa.louisiana.gov/osp under "What's New".

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In addition, Act 440 requires that each agency designate an initiative coordinator, which shall be the undersecretary of the department or the business manager for the agency.

The initiative coordinator or his/her designee shall be responsible for working closely with certified small entrepreneurships and contractors to provide information and support. Please provide the name, title, telephone number, and e-mail address of the initiative coordinator to Denise Lea, Director of State Purchasing, at Fax Number (225) 342-8688 not later than May 8, 2006. A listserv will be created for further internal communications.

Under the Hudson Initiative, the commissioner of administration must establish annual goals for small entrepreneurship participation in state procurements and public contracts and must report annually to the Legislature on the progress of the program. In order that meaningful procurement goals can be set, we must initially identify qualified small entrepreneurships to register for this program and each agency coordinator must begin including them in the procurement process.

This administration is committed to the successful implementation of the Hudson Initiative. Your active participation is vital to achieving that goal. Thank you for your cooperation.