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GOVERNOR

KRISTY H. NICHOLS  
COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
**Office of State Procurement**

**MEMORANDUM OSP 16-07**

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

FROM: Paul A. Holmes, State Procurement Director *P. H.*

DATE: August 11, 2015

RE: Centralized Procurement Staff of Executive Branch Departments

As a result of the Executive Branch's Procurement Centralization effort, the following agencies' purchasing and professional contracts staff have been centralized into the Office State Procurement:

- Department of Revenue
- Department of Corrections
- Department of Public Safety
- Department of Children & Family Services
- Louisiana Workforce Commission
- Department of Wildlife & Fisheries
- Department of Natural Resources
- Department of Environmental Quality
- Coastal Protection & Restoration Agency
- Department of Health & Hospitals
- Department of Education
- Department of Transportation & Development
- Division of Administration

The listed agencies should direct all procurement related process questions directly to OSP via one of the OSP Help Desks.

Purchasing: [DOA-OSPhelpdesk@la.gov](mailto:DOA-OSPhelpdesk@la.gov)

Professional Contracts: [DOA-PChelpdesk@la.gov](mailto:DOA-PChelpdesk@la.gov)

If your agency requires further instruction or training regarding procurement related processes, the following OSP staff may be contacted directly:

Tammy Grant: Purchasing and Agency Term Contracts - [Tammy.Grant@la.gov](mailto:Tammy.Grant@la.gov)

Pam Parker: Professional, Personal, Consulting and Social Services contracts -  
[Pam.Parker@la.gov](mailto:Pam.Parker@la.gov)

Mary Fuentes: RFP development – [Mary.Fuents2@la.gov](mailto:Mary.Fuents2@la.gov)

Vendors: All sales and customer service calls should continue to be directed to the department, office or agency that you service. Vendor inquiries directed to OSP should use the Vendor Help Desk: [Vendr\\_inq@la.gov](mailto:Vendr_inq@la.gov)