

Office of State Procurement
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

MEMORANDUM OSP 17-08

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

FROM: Paula Tregre, Interim State Procurement Director *Paula Tregre*

DATE: February 6, 2017

SUBJECT: Small Entrepreneurships, Hudson and Veteran's Initiative Coordinators

Louisiana Administrative Code, Title 19, Part VIII, Sec. 1317(A)(2) requires that "each department/agency of the state shall choose an initiative coordinator. The person chosen to be initiative coordinator shall be the person serving as the undersecretary of the department or the business manager for an agency. The initiative coordinator or his designee shall be responsible for acting as a business advisor to work directly with certified SE's and contractors to provide information, assistance, and support."

At this time OSP is in the process of reviewing and revising contact information for all initiative coordinators.

Please submit the name, title, email address, and phone number for your Small Entrepreneurships, Hudson and Veteran's Initiative Coordinators by email to OSP.Reports@la.gov.

This information should be provided no later than **February 15, 2017**.

Please contact Carmen Valliere carmen.valliere2@la.gov if you have any questions or concerns regarding this request.