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GOVERNOR

KRISTY H. NICHOLS  
COMMISSIONER OF ADMINISTRATION

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

**MEMORANDUM OSP 16-06**

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

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

DATE: July 28, 2015

SUBJECT: Act 244 of the 2015 Legislative Session Amendment

Act 244 of the 2015 Legislative Session has amended the last procurement code provision which required the actual *mailing* of written notices of solicitations to vendors. Please be advised that the Office of State Procurement no longer requires that written notice of ITBs or RFPs *be mailed* to potential vendors, contractors or proposers. Any written notice of a solicitation required may be emailed. Utilizing email notification rather than regular mail for notices is preferred by OSP and should reduce the funds an agency must devote from its budget to paying for postage.

As a reminder to all agencies regarding Title 39 Consulting and Social Services contracts: providing written notice to potential consultants and social services providers listed on the old PQL (pre-qualified list) is no longer a requirement. Potential vendors, contractors and providers may now register with OSP to receive automatic notification when an RFP solicitation is posted to LaPAC, or may monitor LaPAC for opportunities to respond to solicitations. The only consultant or social services provider requiring direct written notice from the agency (provided they are not registered with OSP) is the incumbent provider. If not registered, the incumbent provider should be emailed written notice of the solicitation.

If an agency is aware of qualified vendors, contractors and providers of services who are not registered with OSP, and whom the agency would like to respond to an ITB or RFP, the agency is encouraged to contact those vendors and to ask them to register with OSP or to otherwise make them aware of the solicitation and opportunity to respond.