

Office of State Procurement
State of Louisiana
Division of Administration


JEFF LANDRY
GOVERNOR



TAYLOR F. BARRAS
COMMISSIONER OF ADMINISTRATION

MEMORANDUM OSP 24-03

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

FROM: Tom Ketterer 
Director of State Procurement

DATE: February 12, 2024

RE: Fiscal Year 2024 Purchasing and Professional Contract Deadlines
Fiscal Year 2025 Purchasing and Professional Contract Submittals

The Office of State Procurement is asking for your cooperation and assistance in complying with this year's deadlines for the submittal of all remaining Fiscal Year 2024 Shopping Carts and Contracts. Enclosed are instructions, information and deadlines pertaining to the submittal of the following:

- Fiscal Year 2024 Shopping Carts & Purchase Orders (Purchasing)
- Fiscal Year 2024 Labor & Materials Shopping Carts (Purchasing)
- Fiscal Year 2024 Professional Contracts

- Fiscal Year 2025 Shopping Carts & Purchase Orders (Purchasing)
- Fiscal Year 2025 Professional Contracts

Please distribute this memorandum internally and to your field operations as deemed appropriate. For your convenience, this OSP memorandum may be accessed on our website at the following URL: <https://www.doa.la.gov/dao/osp/agency-resources/>.

Thank you for your continued cooperation in this and all matters. If you have any questions, please do not hesitate to contact this office.