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KRISTY H. NICHOLS  
COMMISSIONER OF ADMINISTRATION

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

**MEMORANDUM OSP 15-06**

DATE: November 26, 2014  
TO: Secretaries, Undersecretaries, Agency In-House Counsel  
FROM: Paul A. Holmes, Interim Director *P.H.*  
RE: Implementation of Acuity Management Solutions Electronic Billing Network

The Division of Administration is instituting a standardized electronic billing system for attorney services for the purpose of improved accounting and auditing efficiencies. Acuity Management Solutions will host and manage the on-line e-billing network for DOA and selected other agencies.

This integrated web-based system will link agency in-house legal management staff and contracted outside counsel through a secure, private network designed exclusively for this purpose. Your agency will be able to review and audit invoices which are uploaded by agency contract counsel, as well as access legal claims and contract files through the private state website. We expect that this network will allow you to work more efficiently and cost-effectively with outside counsel to assure the best possible relationship and representation.

As the pilot agency, DOA will implement the site December 1, 2014. Because Acuity implementation is a GEMs project, it must be up and going in FY 15. The implementation schedule for other agencies is roughly as follows:

- January 15, 2015 DOTD, DOC, DPS, OJJ
- February 1, 2015 DOE, DNR, LDR, LED, OGB, DHH
- March 1, 2015 LWC, VETS, CRT, WLF, DCFS

Because the network is entirely web-based, your agency is not required to purchase or install any specific hardware or software.

The DOA and Acuity Management Solutions will host a demonstration session on December 9, 2014 at 1:30 p.m. in Room 1-147 in the Claiborne Building. During this session, Acuity will provide further information to explain the benefits and details of the network, discuss training opportunities and answer any general questions you may have. A representative from your agency who is, at a minimum, familiar with legal services contracts and reviewing the associated invoices, should plan to attend. Please respond by providing the name(s) of those who will attend to DOA-OSP-Help-Desk@LA.Gov.

Payment of invoices will be governed by minimum attorney case handling and billing procedure requirements adopted by the Division of Administration, through the Office of Contractual Review (to be merged into the Office of State Procurement on January 1, 2015). The guidelines, published at PPM 50, in Title 4, Part V, Chapter 47 of the Louisiana Administrative Code, effective September 20, 2014, shall become part of every professional contract for attorney services.

Law firms which contract with the State will need to subscribe to Acuity in order to gain access to the network.

All of us are enthusiastic about the expected benefits of the Acuity hosted systems, as we hope you will be. We look forward to your participation as we strive to gain greater efficiencies and economics on behalf of the State Louisiana.

Additional information can be obtained by accessing the following links:

Memorandum OSP15-03, which directs agencies regarding billing guidelines and procedures to be instituted

<http://www.doa.louisiana.gov/osp/agencycenter/memos/2015/osp15-03.pdf>

Memorandum OSP15-04, Q & A

<http://www.doa.louisiana.gov/osp/agencycenter/memos/2015/osp15-04.pdf>