



State of Louisiana
Division of Administration
Office of State Procurement

MEMORANDUM

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

From: OSP/Professional Contracts
Pamela Bartfay Rice, Assistant Director

Date: June 9, 2015

Re: **REMINDER: FY 15 Critical Deadline – Personal, Professional, Consulting and Social Services Contracts and Cooperative Endeavor Agreements**

The Office of State Procurement (OSP)/ Professional Contracts previously advised that in order for OSP to ensure approval of all current fiscal year contracts/amendments by June 30, 2015, they were to be submitted by May 15, 2015.

If your agency has outstanding contracts or amendments which must be approved for this fiscal year, they must be submitted ASAP, but no later than FRIDAY JUNE 12, 2015.

All agency contacts, *especially for those agencies using LaGov*, should relay this important information to the appropriate personnel. LaGov approvals for FY15 cannot be entered after June 30, 2015. We are requesting your cooperation to assist us in accomplishing a smooth year end closeout of contracts.

Agencies should ensure that contracts contain all required information and approvals before sending to OSP for final approval. This will help us expedite our approval process and eliminate delays caused by incomplete information being submitted. As a reminder, a checklist of required information for submitting contracts is available on the OSP website.

Agencies will be responsible for taking the necessary steps to carry forward any funds into next fiscal year. Any questions regarding this matter should be directed to the appropriate budget office for clarification.

FY 2016 contracts may be submitted during this time, but processing on FY 15 contracts will take priority unless special instructions are provided by the agency.

Thank you for your continued cooperation in this and all professional contracts matters.