

Office of State Procurement
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

MEMORANDUM OSP 16-12

TO: All Agency Heads, Department Undersecretaries and Business Managers

FROM: Paul A. Holmes *P.A.H.*
Director

DATE: March 30, 2016

RE: Attorney General's Approval of Attorney Contracts in ProAct

Agencies that utilize ProAct may now obtain the Attorney General's approval for legal services contracts in ProAct, effective March 31, 2016.

Agencies will indicate "yes" or "no" on the information tab within ProAct if the Attorney General's approval is necessary. The transmittal will be automatically routed to the AG's office as part of the ProAct workflow.

The AG's approval will show the date, time and the name of the AG's staff who approved the contract and/or amendment on the additional approval tab within ProAct.

Attached are screen shots of the screens that will be utilized.

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: <http://www.doa.la.gov/osp/agencycenter/memos/2016/OSP16-12.pdf>

If you have any questions, please contact: DOA-PCHelpDesk@LA.GOV.

Contract Approvals [Transmittal# 209]

Current Status: Submitted to State Procurement

Attachment Type	File	Uploaded
Contract	A Test Attachment(5).docx	03/07/16 01:13:38 PM
Amendment		
BA-22	A Test Attachment(2).docx	03/07/16 01:13:38 PM
Civil Service Form	A Test Attachment(3).docx	03/07/16 01:14:12 PM
Fee Justification Letter		

Attorney General Approval

Approved by Attorney General on Tuesday, March 15, 2016 02:38:37 PM.

File Name	Uploaded By	Uploaded Date
No documents have been uploaded.		

Notes

Note	Posted By	Posted On
No notes have been entered.		

General Counsel Approval

Approved by G.C. Admin on Tuesday, March 15, 2016 02:39:19 PM.

File Name	Uploaded By	Uploaded Date
No documents have been uploaded.		

Notes

Note	Posted By	Posted On
No notes have been entered.		

Civil Service Approval

Approved by C.S. Admin on Tuesday, March 15, 2016 02:39:57 PM.

File Name	Uploaded By	Uploaded Date
No documents have been uploaded.		

Notes

Note	Posted By	Posted On
No notes have been entered.		

Planning and Budgeting Approval

Approved by Planning Administrator on Tuesday, March 15, 2016 02:40:37 PM.

File Name	Uploaded By	Uploaded Date
No documents have been uploaded.		

Notes

Note	Posted By	Posted On
No notes have been entered.		

Contract Information

General Information

Date: Tuesday, March 29, 2016
From: John Smith [DPS - Department of Public Safety]
Contact Information: 225-999-9999 | anna.magazine@la.gov

* Contract Type:

* Agency:

Contract Number:

Contract Amount:

* Brief Description: 70 Characters Remaining

* Vendor:

* Begin Date:

* End Date:

Approved RFP in PROACT? RFP Transmittal Number:

Preapproval in PROACT? Preapproval Transmittal Number:

Act 87: Discretionary Non-Discretionary Exemption: Exemption List

Internal Approvals

Approval Body	Approved	Approval Date
Legal Approval	<input type="checkbox"/>	<input type="text"/>
Budget Approval	<input type="checkbox"/>	<input type="text"/>
USEC/SECTY Approval	<input type="checkbox"/>	<input type="text"/>

Additional Approvals

Section	Required	Approval Date/Exemption
Attorney General	<input type="radio"/> Yes <input checked="" type="radio"/> No	
General Counsel	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Civil Service	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/> Exemption List

* = Required Field

^ = Required if Civil Service approval not needed

Spending Freeze

Executive Order BJ 2015-11, a spending freeze which is currently in place, requires that all spending by Executive Branch agencies be non-discretionary as defined therein unless your agency is exempt or the requested spending is exempt. Please confirm your spending is in compliance with the Executive Order.

Confirmed

Save

Cancel