



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

**Memorandum OSP 16-02**

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

From: Paul Holmes *P.H.*  
Director

Date: July 10, 2015

Re: **New procedures for electronic receipt of Request for Proposals (RFPs)  
Non-PROACT Agencies**

In an effort to streamline the review process the Division of Administration, Office of State Procurement ("OSP") has established a dedicated email address for the receipt of Request for Proposals ("RFPs") from those agencies which do not participate in the state procurement electronic system ("PROACT").

OSP will no longer accept paper copies of RFPs by fax or mail. Non-PROACT agencies must email RFPs for review to [DOA-OSP\\_RFP@LA.GOV](mailto:DOA-OSP_RFP@LA.GOV). Agencies participating in PROACT should continue to submit through that system.

Please include the agency name and subject matter of the RFP in the subject line of the email. Also, please advise if you consider the RFP as a solicitation for complex/operating services or for social or consulting services.

The RFP email address is set up for the *receipt* of RFPs *only*. All inquiries regarding procurement of contracts and purchase order-related matters should be routed to the DOA OSP Helpdesk email. For Professional, Personal, Consulting and Social Services (PPCS) Contracts, email [DOA-PCHELPDESK@LA.GOV](mailto:DOA-PCHELPDESK@LA.GOV). For Purchasing, email [DOA-OSPhelpdesk@la.gov](mailto:DOA-OSPhelpdesk@la.gov).