

Office of State Procurement  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

**MEMORANDUM OSP 19-05**

TO: All Agency Heads, Department Undersecretaries, and Business Managers

FROM: Pamela Bartfay Rice, Assistant Director/Professional Contracts *pbr*

DATE: March 8, 2019

RE: Request for Proposal – Addendum Review and Approval Process

The Office of State Procurement (OSP) Professional Contracts section informed agencies on September 6, 2018 that all addenda to Requests for Proposals (RFPs) must be reviewed and approved by OSP prior to posting.

Due to the timeframes involved, agencies must communicate with their assigned OSP Analyst and OSP Supervisor in advance regarding all addendum. To ensure timely review and approval by OSP, the following timeframes must be followed. Agencies are instructed to email the below listed documents to their OSP assigned analyst, before final approved versions are uploaded in PROACT or LaGov.

- Due to the timeframes involved, agencies must communicate with their assigned OSP Analyst and OSP Supervisor in advance regarding all addendum.
- Question and Answer addendum must be sent to OSP at least five (5) business days prior to the scheduled posting date. The addendum sent to OSP should be thoroughly vetted by the agency and have answers to all questions.
- Administrative addendum must be sent to OSP at least two (2) business days prior to posting.
  - Administrative changes include those changes related to the Schedule of Events, RFP Coordinator, location or conference call information for a pre-proposal conference, typographical or spelling errors, etc.
- Any other addendum must be sent to OSP at least three (3) business days prior to posting.
- Final addenda must be uploaded to PROACT or LaGov following OSP's approval.

Agencies should review the Schedule of Events in any RFP not currently published and make revisions to the Schedule of Events in accordance with the above timeframes, to ensure timely review and approval by OSP of all addenda the agency plans to publish.

OSP reserves the right to require changes to the Schedule of Events based on the scope of the addendum.

Any RFP currently published in which the due date for written responses to questions has not passed, will be handled on a case-by-case basis.

If you have any questions, please contact your assigned OSP Analyst or email [DOA-PCHelpdesk@la.gov](mailto:DOA-PCHelpdesk@la.gov).