

Office of State Procurement
State of Louisiana
Division of Administration


JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

MEMORANDUM OSP 19-02

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

FROM: Paula Tregre 
Director of State Procurement

DATE: October 3, 2018

RE: Request for Proposal Process

The Office of State Procurement (OSP) is working to streamline the current Request for Proposal (RFP) process for Consulting and Social Services RFPs issued under La. R.S. 39:1595. Beginning October 8, 2018, OSP encourages agencies to include OSP in pre-proposal conferences and RFP evaluation meetings. OSP will attend the meetings solely as an observer.

The purpose of this initiative is to assist OSP in the review and concurrence with the agency's award recommendations resulting from Consulting and Social Services RFPs. Observing evaluation meetings will allow OSP staff to gain a better understanding of the award documents submitted by agencies. In addition, OSP will provide feedback to the agency in order to promote efficiency and improve management of the RFP process. The goal is to decrease the amount of time required for OSP to concur with agency award recommendations.

Additional information will be available in the next edition of OSP's newsletter due out 10/08/18. If you have any questions, please contact Austin Bachman at Austin.bachman@la.gov.