

Office of State Procurement  
State of Louisiana  
Division of Administration


JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

**MEMORANDUM OSP 21-08**

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

**FROM:** Paula Tregre   
Director of State Procurement

**DATE:** January 29, 2021

**RE:** Louisiana eProcurement Solutions by Ariba (LESA) – Agency Implementation Schedule

As part of the Office of State Procurement's continued efforts to improve the Request for Proposal (RFP) process, OSP is onboarding State agencies in LESA according to the attached phased implementation plan.

Agency onboarding will occur in six waves with the first wave beginning February 1, 2021. Each agency's onboarding is expected to last three weeks. The initial two weeks is devoted to implementation which includes a walkthrough of LESA and capturing data to be entered. The data captured will include active contracts, upcoming RFPs, and agency users and roles. The last week will be devoted to in-depth training on LESA processes, how to write the Scope of Work, and how to develop proposer questionnaires.

Approximately one month before each agency is onboarded, OSP will contact the agency to obtain the appropriate contacts and begin scheduling meetings.

If you have any questions, please contact Austin Bachman at [Austin.Bachman@la.gov](mailto:Austin.Bachman@la.gov).

<b>Wave 1</b>	<b>Onboarding Date</b>
Department of Transportation and Development	2/1/2021
Office of Technology Services	2/8/2021
Department of Culture, Recreation, and Tourism	2/17/2021
<b>Wave 2</b>	
Office of Risk Management	4/19/2021
Office of Community Development	4/19/2021
Facility Planning and Control	4/19/2021
Division of Administration, Office of Human Resources	4/19/2021
Office of State Travel	4/19/2021
Wildlife and Fisheries	4/19/2021
Department of Children and Family Services	4/26/2021
Department of Veterans' Affairs	5/3/2021
Office of Juvenile Justice	5/3/2021
Louisiana Department of Revenue	5/3/2021
<b>Wave 3</b>	
Department of Education	5/24/2021
Office of Group Benefits	6/1/2021
Department of Military Affairs	6/7/2021
Governor's Office of Homeland Security and Emergency Preparedness	6/7/2021
Department of Public Safety	6/14/2021
<b>Wave 4</b>	
Louisiana Department of Health	7/12/2021
Department of Corrections	7/26/2021
<b>Wave 5</b>	
Department of Environmental Quality	8/16/2021
Department of Natural Resources	8/23/2021
Louisiana Professional Engineering and Land Surveying Board	8/23/2021
Louisiana Commission on Law Enforcement	8/23/2021
Louisiana Department of Economic Development	8/30/2021
Louisiana Workforce Commission	8/30/2021
Public Service Commission	8/30/2021
Secretary of State	9/7/2021
Department of Insurance	9/7/2021
Department of Justice	9/7/2021
State Treasurer's Office	9/13/2021
Louisiana Department of Agriculture and Forestry	9/13/2021
<b>Wave 6</b>	
Coastal Protection and Restoration Authority	10/4/2021
Higher Education	10/4/2021