

Office of State Procurement
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

MEMORANDUM OSP 18-03

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

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

DATE: October 2, 2017

RE: Act 211 of the 2017 Regular Legislative Session

In order to comply with certain requirements of Act 211 of the 2017 Regular Legislative Session, the Office of State Procurement must institute the following procedures for Professional Services contracts.

Contracts submitted to the Office of State Procurement Professional Contracts (OSP-PC) on or after October 1, 2017, will be required to include:

- The vendor's State LDR Account Number and Federal tax ID#
- Act 211 clause: In accordance with R.S. 39:1624(A)(10), the Louisiana Department of Revenue shall determine that the prospective contractor is current in the filing of all applicable tax returns and reports and in payment of all taxes, interest, penalties, and fees owed to the state and collected by the Department of Revenue and shall provide a tax clearance prior to approval of the contract.

Contract Process

1. OSP-PC will send tax ID information for each contract to the Department of Revenue in an effort to obtain a tax clearance certificate for that contractor.
2. OSP-PC will review the contract while tax clearance processing is proceeding in the background.
3. If appropriate, the Department of Revenue will issue a tax clearance. OSP-PC will proceed with approval of contract.

4. If the contractor is not current in filing all applicable tax returns and reports, the Department of Revenue will contact the contractor in an attempt to resolve the issues.
5. If the Department of Revenue informs OSP-PC that a tax clearance certificate will not be issued, OSP-PC will return the unapproved contract to the agency until the contractor resolves the issue with the Department of Revenue and the agency can resubmit the contract for approval, or the agency determines it will withdraw the contract.

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/pages/osp/agencycenter/memos/list.aspx>

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