



THE OSP CONNECTION

JANUARY — MARCH 2025



INSIDE THIS ISSUE:

National Procurement Month	2
RFP Trainings	3
OSP Outreach	3
Fiscal Year Deadlines	5
Shopping Carts	7
Unencumbering vs. Cancelling POs	8
Checking Rollover Flags	8
Change Order Forms	9
Fiscal Year Professional Contracts	9
Contract Spotlight	10
Word Search	11
New Hires & Contact Information	12

From The Director's Chair...

Fiscal Year (FY) 2025 will come to a close before we know it, and we are all busy trying our best to keep up with the many year-end deadlines along with attending to other daily workloads. In order to assist you with meeting the required deadlines, OSP is including purchasing and professional contract deadlines in this issue.

I am also taking this opportunity to remind you that OSP's contracts and purchasing staff are available to assist with year-end processing. As Louisiana's central procurement agency, we are here to provide assistance and guidance to each of the agencies we serve. Please reach out to us with whatever help you need regarding this, and any other procurement related activities.

Over the years, the information provided below has been found to be useful in successfully closing out a fiscal year:

- Year-end reports that detail open encumbrances are available in the LaGov system. These reports provide remaining balances on open POs. If the report indicates you have a remaining balance on an open PO, determine if you need to process change orders to release encumbrances.
- If you have open orders this late in the year, you may need to touch base with vendors to ensure delivery will occur timely. **Remember, items must be received by June 30th, 2025, in order to be paid with FY 2025 funds.**
- If you are currently entering purchase orders, make sure you have the correct financial coding to reflect available funds. Failed accounting codes will delay the process, and at year-end, agencies' unencumbered funding in accounting object codes will be drawing down towards \$0. Ensuring that your financial coding is correct, prior to submission to OSP, is an important step in this process.

In closing, the end of FY 2025 signals the beginning of FY 2026. As a reminder, early submission of shopping carts and orders will significantly decrease the chances of your agency experiencing a break in service.

Important submittal deadlines and other additional guidance regarding FY 2025 and FY 2026 activity can be found in **MEMORANDUM OSP 25-03**, that was issued to agencies on February 11, 2025. This memo can also be found at URL: <https://www.doa.la.gov/dao/osp/agency-resources/> under Agency Publications.

Tom Ketterer, Director

National Procurement Month!

Did you know that March is National Procurement Month? It is the perfect time to shine a spotlight on the vital role that procurement professionals play in our organization's success. Procurement Month is an opportunity for us to acknowledge the hard work, dedication, and expertise of our procurement team members who work tirelessly behind the scenes to ensure the smooth operation of our supply chain and the acquisition of goods and services that keep your institutions running smoothly.

In addition to the actual purchasing and contracting processes you have come to know we are active in, we also provide training for our office staff, agency, and vendor partners. We do this in person, virtual, online, and via YouTube.

Along with our training activities, we make every effort to provide the best procurement and contracting guidance possible to our partners by publishing various guides that are distributed via our newsletter and on our website.

Yes, we wear many hats as we do our very best to serve our agency and vendor partners as timely and effectively as possible while ensuring that the state's contracting and purchasing activities are conducted legally, fairly, and efficiently.

This month the Office of State Procurement presented employees with certificates honoring their years of service with the agency. Please join us in recognizing the following OSP employees:

5 years or more

Kimberly Adams
Mason Bourgeois
Alana Clark
Monica Clark
Jeffery Folse
Myra Ford
Margie Golmon
Richard Iverstine
Deborah Jackson
Blake Latiolais
Raymond McKnight
Jeremy Meiske

Samuel Miller
Christine Schwartzenburg
Claire Shaheen
Christine Smiles
Amber White
Christopher Wuchte

10 years or more

Chasity Austin
Clarett Blount
Amy Gotreaux
William Hickman
Nancy Messina
Kim Mulder
Brad Van Oss
Amy Vincent

15 years or more

Lillie Christopher
Rhonda Davis
Bess Guidry
Lisa Jackson
Tom Ketterer
Pamela Rice
Felicia Sonnier



THANK YOU!

Did You Know?



The Office of State Procurement has added a Request for Proposal (RFP) page to our [website](#). This page is located under Agency Resources. Here you will find subpages that contain information on **Complex Services/Purchasing RFPs** and **Professional Services RFPs**. The information provided includes LESA and non-LESA processes, sample documents, and templates.



Also, starting in April 2025, the RFP Team will be hosting a monthly **'Level Up with LESA'** training! This one-hour virtual training will cover the basics of LESA, including live demonstrations and helpful tips. Information on future dates and times will be posted to the OSP Website and distributed by email through the OSP ListServ. The first meeting has been scheduled for April 15th, 2025. A link will be sent out for agencies to register to attend this virtual training.

RFP Taskforce

Most state agencies who use the Request for Proposal (RFP) method of solicitation through the Office of State Procurement (OSP) have been doing so through the SAP Ariba RFP processing system, which we call LESA (Louisiana eProcurement Solutions by Ariba), since 2021.

LESA was designed to make the RFP process more streamlined, well-documented, and self-contained, thereby improving the efficiency and effectiveness of the RFP process. Over the years, along with the implementation of LESA, OSP has made numerous improvements to the RFP process, while striving for efficiencies in processing times. However, we have come to realize that, more significant improvements are needed to facilitate the RFP process for agencies, OSP, and Proposers. In an effort to address the needs of all parties involved in the RFP process, a taskforce consisting of OSP leadership and agency staff has been formed to discuss concerns and identify required areas of improvement, while ensuring that sound procurement practices in accordance with executive policy and legislative mandates are achieved.

Members from CPRA, OTS, LDH, DOTD, DCFS, WLF, and with DPS&C have agreed to serve alongside OSP. We are grateful and look forward to identifying many improvement opportunities with their help. Our first meeting was held on February 6th. The taskforce has agreed to meet monthly until further notice.

NASPO Exchange 2025

Tom Ketterer, Amy Vincent, and Claire Shaheen from OSP attended the 2025 Exchange Conference hosted by the National Association of State Procurement Officials (NASPO) held in Las Vegas March 4th through March 6th. This was the largest procurement professional/supplier event of its kind that NASPO has hosted. NASPO expanded its audience beyond the state procurement offices, to include procurement representatives from other state agencies, cities, parishes & counties, and universities. All attendees had an opportunity to engage in one-on-one meetings with suppliers and to also attend several educational sessions.

Some of Louisiana's agencies, local government, and higher-education staff also attended and engaged in some of the more than 11,000 one-on-one meetings with vendors, to discuss public procurement needs and possible solutions.



OSP Outreach

The Office of State Procurement participated in Southeastern Louisiana University's Biz-Connect career fair on March 13, 2025. Biz-Connect is an annual major-specific business career fair held every spring in the College of Business. Biz-Connect was an opportunity for OSP to establish a presence at Southeastern and meet with over 400 business students, some of which are Supply Chain majors, ready to learn about opportunities within our organization.



Fiscal Year 25 Closeout Deadlines

March 7, 2025 — Shopping Carts for Labor and Materials
(Construction) Contracts*

April 4, 2025 — Shopping Carts for Purchasing
(One time buys, etc.)*

May 9, 2025 — Professional Contracts

* **Note:** Shopping Carts for Fiscal Year 2025 which are submitted after the deadline date may require the agency to take the necessary measures to carry forward Fiscal Year 2025 funds or to provide Fiscal Year 2026 funds in the event that a June 30, 2025 delivery requirement is unrealistic and/or precludes competition.

Fiscal Year 26

- Shopping Carts for Purchasing can be submitted any time. **Must be Lead Time Shopping Carts** if submitted in FY25.
- Shopping Carts for Labor & Materials Contracts can be submitted any time. **Must be Lead Time Shopping Carts** if submitted in FY25.
- Professional Contracts can be submitted any time.

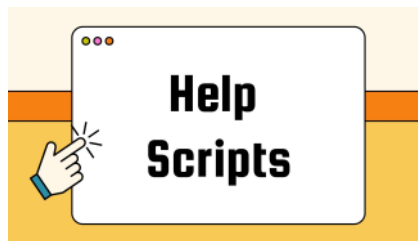
ATTENTION
PLEASE!

REMINDER

New FY POs will bypass the encumbrance process until the new budget is loaded, so you should be certain of funding before requesting a New FY PO be sent to a vendor.

Creating a Lead Time Shopping Cart

- Creation of a **Lead Time Shopping Cart** is performed in the current fiscal year in preparation for the procurement of goods and services that will be encumbered in the next fiscal year's budget
- On a **Lead Time Shopping Cart**:
 - Valid accounting data for the New Fiscal Year should be used on a Lead Time Shopping Cart.
 - No pre-encumbrance will be created when using a "Request Date" in the next fiscal year. You may use the date of July 1, 2026.



Click image for help scripts

Fiscal Year End Language on Shopping Carts

End of FY Delivery (FY25)

Due to fiscal year constraints, funding may be unavailable for payment for items not delivered by June 30th. If delivery cannot be made in accordance with the order, the vendor must advise the agency of their inability to supply.

New FY Delivery (FY26)

Any orders resulting from this solicitation will be paid with next FY funds, if appropriated by the legislature. Delivery cannot be made prior to July 1st, and your bid prices must be firm for acceptance and delivery accordingly.

What's in Your Shopping Cart?

Blanket Order and One-Time Buy bid teams always begin the competitive bid process with a Shopping Cart submitted by the agency. Imagine your shopping cart or buggy at the grocery store. They are usually filled with all the ingredients you need to make your favorite dishes – like a big pot of gumbo. State Procurement shopping carts are not much different. We use them as a way to view your agency's needs so we can understand exactly what you are requesting. Whether you're trying to purchase services, items, or both, shopping carts should be filled with all the ingredients you might need to make this purchase happen. The more information initially submitted to OSP, the more efficient we can be at getting your bid published in a timely manner.

So what's some base-line information we look for when reviewing shopping carts? Let's look at some common questions we tend to ask:

- Is this a furnish-only purchase or will it need to be furnished and installed?
- Is there a delivery address submitted with the paperwork?
- Is there a specific brand and model needed, or can an equivalent product be accepted?
 ***Note:** It's helpful to provide a brand and model and state if the bid is or equal. If you can only accept a certain brand or model, proprietary justification must be submitted. Listing brands and models also help us better understand what you need!
- The more open your specifications can be, the better! Stating minimums, maximums, and/or ranges where possible can help increase competition in the bid process.
- Is there a preferred vendor you would like us to contact once the bid is public?
- Will delivery timeframe be a factor in the award? If so, let us know delivery is of the essence within a certain timeframe.
- Do all the items need to be provided by one vendor (All or None Method of Award), or can they be individually awarded (Individual Method of Award)?
- Is there any special delivery instructions needed?
- Will the vendor need to enter restricted grounds?
- Will a site-visit be needed? Site visits are recommended for installations and can be mandatory or non-mandatory. If a site-visit is needed, we will request an agency contact name, email, and phone number to add to the solicitation.

Although other questions regarding specifications may arise, using these initial questions as a checklist when submitting your files can greatly improve the process of procurement. Our last quarterly newsletter touched on planning strategically to procure efficiently. The first steps in doing so start with Shopping Carts. We strive for proficiency at OSP, and with the end of FY around the corner, these tips can be used as a starting point to make your procurement process a success!

Unencumbering vs. Cancelling a Purchase Order

- If you are **UNENCUMBERING / LIQUIDATING a PO**, you are simply releasing any remaining funds that are left on the PO that you will no longer be using. You have received everything against the PO that you will need for that FY.
- If you need to **CANCEL a PO** issued by OSP, then our office must be involved, as this usually means there was a problem of some sort – either the PO was not needed at all, there were issues with the vendor service, the award was made in error, etc.

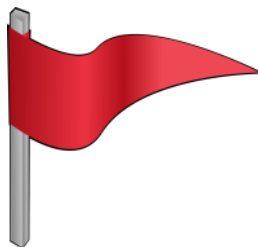
Note: If you have receipts against a PO in the system, you cannot completely cancel it.

Unencumbering a Purchase Order

- Select the “Related Documents” Tab from Item Details. This is where you will change “No Further Confirmation” and “No Further Invoice” from “NO” to “YES” if you want to close out and unencumber any remaining funds on that line. This needs to be done for each line on which you need to release funds.

How to Check the Rollover Flag on a Purchase Order

- Purchase Orders automatically have FY Rollover flag selected as “Yes” when Purchase Orders are created.
- Please note: It is the Agency’s responsibility to submit a Change Order and change the rollover flag from “Yes” to “No” if they do not wish to roll the funds over to the next fiscal year.
- We DO still need a Change Order form filled out and attached, because there is no way for us to determine this is the only thing you are changing without it. We cannot approve any Change Order without knowing what we are approving.
- Open the Purchase Order through Advanced Search.
- Once in the Purchase Order, Select the Header Tab, then the Agency Tab. This is where the FY Rollover flag is located.
- When doing a Change Order to change the rollover flag, this is where you will change it from “YES” to “NO” via a drop-down selection. Once this has been done, your funds will not roll over to the next fiscal year.



Change Order Forms

- All Change Order submissions must include a completed Change Order form. Change Order forms clarify exactly what is being changed, are necessary for file documentation, and create a smoother approval process.
- For ProAct, click the Change Order box under the submittal tab. A blank form will populate. This can be completed and attached to the ProAct submission.
- For LaGOV, the Change Order form can be found on the PO under Header – Agency. Complete the Change Order number, select “Reason Code: Change Order,” enter the description, and press “Check” (top of the screen). The link to the Change Order form will populate. Complete the form and upload under Header – Notes and Attachments.

Fiscal Year Professional Contracts

Fiscal Year 2025

- LaGOV approvals for Fiscal Year 2025 must be entered by **June 21, 2025** to ensure contract encumbrances are completed. LaGOV Purchase Orders with end dates of **June 30, 2025**, which are not extended by amendment, will become inactive after that date.
- In order to ensure approval of all Fiscal Year 2025 Contracts/Amendments by June 30, 2025, they must be received by our office via ProAct, LaGOV, or hardcopy by the above deadline date, accompanied by all required documentation and with all appropriate agency level approvals.
- Agencies are responsible for taking the necessary steps to carry forward any Fiscal Year 2025 funds into next fiscal year. Any questions regarding this matter should be directed to the appropriate budget office for clarification.

Fiscal Year 2026

- Fiscal Year 2026 Professional Contracts may be submitted at any time, as OSP-PC approval of next fiscal year contracts is always contingent upon funds being appropriated by the Legislature.
- Agencies are encouraged to send these in as early as possible to avoid a backlog of contracts at the beginning of Fiscal Year 2026 and to facilitate prompt payments to those contractors providing continuing services.

Contract Spotlight

Sherwin Williams is the new Statewide Vendor for Premium Grade Paint, with related Supplies, Equipment, and Services in accordance with the Sourcwell Cooperative Purchasing Program Master Agreement.

Louisiana Statewide Contract # 4400030823.

The Contract went into effect on October 18, 2024.

Benefits include:

- o 30% off list price for paint
- o 30% off list price for supplies
- o 12% off list price for equipment



Contract Distributors/Locations are listed on the Contract.

Products and/or services included in the Contract are listed below:

Architectural – Interior & Exterior
Industrial
Interior coatings
Exterior coatings
Equipment & supplies (paint-related)
Field Paint
Traffic Paint
Roof Coatings

Wood stains, sealers, & clear topcoats
Commercial high-performance coatings
Primers
Concrete & masonry products
Aerosols
Deck stains & supplies
Floor coatings

For more information, please visit:

https://wwwcfprd.doa.louisiana.gov/osp/lapac/eCat/dsp_LagovContractDetail.cfm?Contract=4400030823.

If there are any questions regarding the Contract, please contact:
Tommy.Nolan@LA.GOV

Procurement Word Search



Find the words in the puzzle.

Words can go in any direction.

Words can share letters as they cross over each other.

P H L W C N I D Y D T R C S R
M R I A L Y E L C J Q A O J E
E U O A S R L W N Q D T N A D
Q T G C R O R J E L W I T K R
F O U A U O P L G I O F R E O
V I B T D R M O A Z C I A B E
A E S N A E E I R O L C C J V
D K E C C T V M N P E A T Q I
F V S D A I S S E N S T A R T
U S J G B L U A C N A I K Z U
S F W K U L Y S Q G T O L P C
S B X W T E M E R G E N C Y E
W R W I P T T K A F T Z B J X
A H N M I D I B T R D Y C O E
I G R E D R O E S A H C R U P

AGENCY

BID

CONSULTING

VENDOR

CONTRACT

DEBARRED

EMERGENCY

EXECUTIVE ORDER

FISCAL YEAR

LAGOV

LESA

PROCUREMENT

PROPOSAL

RATIFICATION

STATUTE

PURCHASE ORDER

WELCOME TO THE TEAM

Please join us in welcoming our new employees to the Office of State Procurement:

- Bid Team State Procurement Analyst—Torrence Uwagboe
- Bid Team State Procurement Analyst—Braylon Louis
- Bid Team State Procurement Analyst—Kevin Branton
- Bid Team State Procurement Analyst—Kennedi Lee



State of Louisiana Office of State Procurement

1201 North 3rd Street, Suite 2-160
Baton Rouge, Louisiana 70804-909

Phone: (225)342-8010

Fax: (225) 342-9756

Procurement.la.gov