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KRISTY H. NICHOLS  
COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
**Office of State Procurement**

**MEMORANDUM OSP 16-08**

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

FROM: Paul A. Holmes, State Procurement Director *P.H.*

DATE: October 7, 2015

SUBJECT: RFPS for Recurring Services – Complex, Consulting and Social Services

The Office of State Procurement is requesting that Agencies submit a list of their recurring RFP solicitations—those that traditionally, or which are expected to, reissue periodically in substantially the same form or for the same services. This request covers all RFPs issued in accordance with R.S. 39:1595, including procurements of supplies, services, major repairs, informational technology or complex services under authority of R.S. 39:1595A, and consulting and social services RFPs issued under R.S. 39:1595B.

The purpose of the request is to assist OSP and user agencies in planning for and developing upcoming procurements. Proactive planning/scheduling for upcoming RFPs will help avoid emergency situations due to missed dates and unrealistic timelines. In addition, the ability to anticipate the volume of RFPs during a particular timeframe may prompt necessary adjustments in OSP staffing.

Please provide the information on the attached Excel spreadsheet and return by October 26, 2015 to [DOA-OSP-Reports@la.gov](mailto:DOA-OSP-Reports@la.gov). (Please note the preceding \_ (underscore)).

Your agency's list should include the following:

- Name of Services and Program Office
- Historical information of previous RFPs and Contracts
  - Contract CFMS # /LaGov#/AGPS #
  - Contract Dates
  - Contractor Name
  - RFP (Name of RFP service, status)

If you have any questions, please contact Pam Rice at [Pamela.Rice@la.gov](mailto:Pamela.Rice@la.gov).

Thank you for your cooperation in this important endeavor.