

Office of State Procurement
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

MEMORANDUM OSP 18-06

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

FROM: Pamela Bartfay Rice, Assistant Director/Professional Contracts pbr

DATE: March 13, 2018

RE: **FY 18 Critical Contract Deadline/Professional Contracts**

The Office of State Procurement/Professional Contracts is asking for your cooperation in complying with this year's deadline for submittal of all **FY 18** contracts and amendments to assist us in accomplishing a smooth year end closeout of contracts.

In order for OSP-PC to ensure approval of all current fiscal year contracts/amendments by June 30, 2018, they must be received in our office via PROACT, LaGov or hard copy by 5:00 pm on Friday, May 18, 2018, accompanied by all required documentation and with all appropriate approvals.

LaGov approvals for FY 18 cannot be entered after June 26, 2018, to ensure contract encumbrances are completed. We are requesting your cooperation to assist us in accomplishing a smooth year end closeout of contracts.

Agencies will be responsible for taking the necessary steps to carry forward any funds into next fiscal year. Any questions regarding this matter should be directed to the appropriate budget office for clarification.

All agency contract officers should relay this important information to the appropriate personnel and make certain that contracts contain all required information and approvals before sending to OSP-PC for final approval.

FY 2019 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. You are encouraged to send these in as early as possible to avoid a backlog of contracts at the beginning of the 2018-2019 fiscal year and to facilitate prompt payments to those contractors providing continuing services.

Please distribute this memorandum internally and to your field operations as deemed appropriate. For your convenience, this memorandum may be accessed on our website at the following URL:
<http://www.doa.la.gov/pages/osp/pc/agencies/memos.aspx>.

Thank you for your continued cooperation in this and all contract matters.