*Step 2 – Pre-Approval Memo*

**Jay Dardenne**

**Commissioner of Administration**

**John Bel Edwards**

**Governor**

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Office of State Procurement

State of Louisiana

Division of Administration

TO: [Agency Contact Name]

[Agency Contact Title]

[Agency Name]

[Agency Office]

FROM: Felicia M. Sonnier, CPPB

 Deputy Director

DATE:

RE: OSP Approval for JLCB

 Amendment Number \_\_\_\_

For \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PST Log Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The above referenced amendment has been reviewed by the Office of State Procurement (OSP). The document complies with the State Procurement Code and is ready for submission to the Joint Legislative Committee on the Budget (JLCB). Upon approval of the proposed term extension by JLCB, in accordance with La. R.S. 39:198.M., please return the “Agency Memo to OSP After JLCB Approval” with a copy of the approval.

The amendment will not receive final approval by OSP until it has been approved by JLCB.

If you should have any further questions/comments, please do not hesitate to contact me at (225) 342-8029 or at felicia.sonnier@la.gov.