

Office of State Procurement
State of Louisiana
Division of Administration


JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

MEMORANDUM OSP 16-13

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

FROM: Paula Tregre 
Interim Director of State Procurement

DATE: June 21, 2016

RE: ProAct Enhancements

In order to increase efficiency within the Office of State Procurement Professional Contracts, some enhancements have been made to ProAct.

The enhancements are:

RFP Process

- Creation of a new RFP approval certificate. When an RFP is approved, an RFP approval certificate will be emailed as an attachment to the end user. This approval certificate will also be accessible in PROACT for the approved RFP.
- RFP Template – a link to the template is provided under the attachments tab.
- PST Budget Form – this new form can be accessed via the RFP attachments tab (to be used if applicable).

Contract Process

- Creation of a new “RFP Info” tab for Contracts. This tab will allow agencies to attach all supporting RFP documentation to the contract transmittal. Note: These steps have been removed from the RFP transmittal processes.
- If Attorney General review is selected, Office of General Counsel review must also be selected (and vice versa). If contract goes to one of these entities for review, it must also go to the other.

- Performance Evaluation – Agencies will now have the ability to attach a Performance Evaluation for approved contracts and Submit for Review. Instructions for this process can be found in the User Guide (HELP link in the system).
- Contracts approved under an Agency’s delegation can now be submitted to the Office of State Procurement for reporting purposes only. A new “Approved Under Delegation” checkbox has been added to the Information tab.

Amendment Process

- Discretionary/Non-Discretionary (Act 87) indicator added to the information tab.

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

information	attachments	osp review	comments	osp notes	history
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RFP Attachments [Transmittal# 3023]
Current Status: Further Review (Pamela Rice)

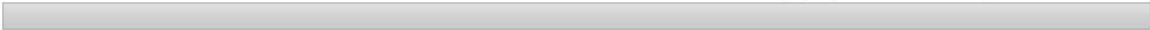
Attachment Type	Previously Uploaded (Date)
RFP	Re-engineering of the Tax System Final Draft With Final Revisions.docx (6/01/2016 10:46:21 PM)
RFP Submission Form	Re-engineering of the Tax System Final Draft for OSP.docx (5/02/2016 8:44:04 AM)
PST Budget Form	RFPSubmissionForm.pdf (5/02/2016 8:48:15 AM)

information	attachments	rfp info	addtl approvals	osp review	comments	osp notes	history
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RFP Info [Transmittal# 552]
Current Status: Further Review (Pamela Rice)

**Attach all supporting documentation related to the RFP process.
The attachments under this tab are not included in the contract "bundle".**

Attachment Type	Previously Uploaded (Date)
Copy of OSP Approval of the RFP	
Copy of Ad From The Advocate	
Copy of Ads From Other Newspapers	
LaPAC Successful Posting Notification	
Copy of Board of Regents Notification (if applicable)	
Signed Evaluation Sheets for each Proposer and Evaluator(s)	
Summary of Scores including costs for all proposals (incl disqualified proposal cost)	
Copies of Questions/Answers and any Addendum (if applicable)	
Notice of Intent to Award to all proposers	
Copy of Disqualification Letter (if applicable)	
Signed Selection Memorandum	
Winning Proposal	
OTS Delegation of Project (if applicable)	
PST Review of RFP (if applicable)	
PST Review of Contract and Award (if applicable)	

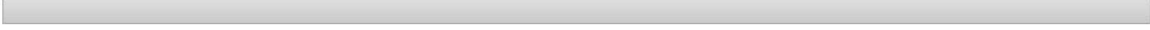


Multi-Year BA-22s

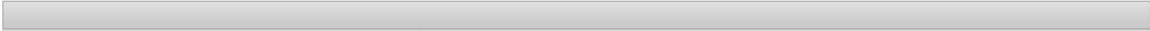


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Performance Evaluation



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