

**BOBBY JINDAL**  
GOVERNOR



**KRISTY H. NICHOLS**  
COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
**Office of State Purchasing**

**OSP V14-04**

**MEMORANDUM**

**DATE:** June 16, 2014  
**TO:** All Registered Vendors  
**FROM:** Jan B. Cassidy- Assistant Commissioner   
**RE:** Statewide Procurement Initiatives-Strategic Sourcing Methodology

Dear Vendor,

The State of Louisiana is currently focused on simplifying, clarifying, and modernizing the statewide procurement processes. As part of this effort, we are implementing a strategic sourcing methodology that includes focus on working with vendors in a more strategic way, taking into consideration not only the price of a product or service, but the total cost of ownership. It is our hope that together we will develop a more effective and efficient process for all involved.

All vendors are invited to be involved in the initiative; however, the effort will initially focus on the following categories:

- Fuel/Gas
- Chemicals
- Pharmaceuticals
- Copiers
- Wireless Telecommunications
- Office Supplies
- Courier Services
- Waste Management

**Next Steps**

Over the next few weeks, we will be requesting spend and usage data for each of the categories listed above. If you provide any of these commodities to the State of Louisiana, you, or our State of Louisiana account representative may be contacted by a State Purchasing Officer (SPO) on our staff to facilitate this request. The person contacted will be provided additional information and data collection templates supporting this process. If you have any immediate questions related to this initiative, please contact your SPO, Sandra Gillen, the State's Project Director, or me at (225) 342-8010.

Thank you in advance for your cooperation and assistance as we strive to improve the procurement experience for all parties involved with the State of Louisiana.

C Sandra G. Gillen, CPPB-Project Director