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GOVERNOR



KRISTY H. NICHOLS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Procurement

MEMORANDUM OSP 16-10

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

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

DATE: October 12, 2015

SUBJECT: Small Entrepreneurships, Hudson and Veteran's Initiative Coordinators

Louisiana Administrative Code, Title 19, Part VIII, Sec. 1317(A)(2) requires that "each department/agency of the state shall choose an initiative coordinator. The person chosen to be initiative coordinator shall be the person serving as the undersecretary of the department or the business manager for an agency. The initiative coordinator or his designee shall be responsible for acting as a business advisor to work directly with certified SE's and contractors to provide information, assistance, and support."

In FY15 the procurement function for many Executive Branch agencies was centralized into the Office of State Procurement (OSP). In the centralization process agency staff members that were serving as the Small Entrepreneurships/Hudson and Veteran's Initiative Coordinators were merged into OSP or moved to other positions within your agency. At this time OSP is in the process of reviewing and revising contact information for all initiative coordinators.

Please indicate on the enclosed excel spreadsheet the name and contact information for your Small Entrepreneurships, Hudson and Veteran's Initiative Coordinators and return by email to OSP.Reports@la.gov.

This information should be provided no later than October 23, 2015.

Please contact Van Fabre van.fabre2@la.gov if you have any questions or concerns regarding this request.