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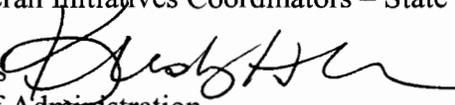


KRISTY H. NICHOLS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of the Commissioner

MEMORANDUM

TO: All Heads of Departments and Agencies, Colleges and Universities, Boards and Commissions, Undersecretaries, and Hudson and Veteran Initiatives Coordinators – State of Louisiana

FROM: Kristy H. Nichols 
Commissioner of Administration

DATE: April 19, 2013

Re: Establishment of Goal for the Hudson and Veteran Initiatives

I am pleased to announce that a combined statewide expenditure goal for the Hudson and Veteran Small Entrepreneurship Initiatives has been established for Fiscal Year 2013. Our goal is to have 2% of qualified state expenditures be paid to small entrepreneurships that have been certified by the Department of Economic Development under these initiatives. We look forward to expending at least \$5,000,000 on the Veteran's Initiative alone. However, as in prior years this will continue to be a combined 2% goal for both initiatives. (Note: Expenditures for Medicare, debt amortization, debt service, depreciation, employee benefits, per diem, relocation expenses, salaries, postage, and transfer of charges are statutorily excluded from goal-setting.)

To promote success in accomplishing the combined, statewide goal, I am asking that agencies utilize to the maximum extent possible the following opportunities as well as other tools that you have at your discretion:

- 1) In all tie-bid situations, where there are two bids that are equal in terms of quality and price and one bidder is certified under either initiative, the fact that one bidder is so certified should be a primary consideration in breaking the tie.
- 2) Executive Order BJ 2010-16 governing purchases under \$25,000, which in part waives the requirement of soliciting three quotations when making purchases not to exceed \$15,000 per transaction from a small entrepreneurship certified under either initiative when the price is determined to be reasonable.

- 3) Applicable contracting language should be included whenever appropriate in Requests for Proposals, Invitations to Bids, and Advertisements for Bids. Suggested language to be used can be found at: <http://doa.louisiana.gov/osp/se/recomklanguage.htm>. **This language must be included in all Requests for Proposals unless such inclusion will jeopardize funding for the procurement.**

I continue to welcome your suggestions, recommendations, and comments relative to how we can make these programs a success. Your continued active support of the overall mission of these initiatives to involve certified Louisiana-based small entrepreneurships in procurement and contracting opportunities is vital to the success of the program. Thank you for your usual cooperation.

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