

Office of State Procurement  
State of Louisiana  
Division of Administration


JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

**MEMORANDUM OSP 18-01**

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

FROM: Paula Tregre   
Director of State Procurement

Date: August 14, 2017

RE: PROACT Award Recommendation Procedure

Beginning July 1, 2017 OSP will review and concur with agency's award recommendations resulting from Consulting and Social Services RFPs prior to the agency sending out award announcement(s).

The following is the new procedure:

- Agencies will load award recommendation documents in PROACT.
- OSP will review award recommendation documents and will provide a "Certificate of Concurrence" via PROACT upon approval.
- Agency will have access to the "Certificate of Concurrence" under the **Information** tab in PROACT.

Additional information and instructions can be found on the OSP website:  
<http://www.doa.la.gov/Pages/osp/PC/agencies/New-Information.aspx>.

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-OSPHelpDesk@la.gov](mailto:DOA-OSPHelpDesk@la.gov)