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GOVERNOR

KRISTY H. NICHOLS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Procurement

MEMORANDUM OSP 16-05

TO: All Undersecretaries; Purchasing Directors; State Departments, Agencies, and Facilities; Colleges, Universities, and Vo-Tech Schools; Boards and Commissions

FROM: Paul Holmes, State Procurement Director *PH.*

DATE: July 24, 2015

RE: FY 15 – Sole Source and Emergency Purchases - Annual Report

In accordance with Louisiana Procurement Rules, Chapters 9 and 11, a record of sole source and emergency procurements for each fiscal year must be submitted to the Office of State Procurement for preparation of the statewide report.

Your agency's report must list:

- Each contractor's name;
- The amount and type of each contract;
- A listing of the supplies, services, or major repairs procured under each contract; and
- The identification number of each contract file.

Your report must include all sole source and emergency procurements, regardless of dollar amount. For non-exempt agencies, your report must include purchases made within your agency's delegated purchasing authority as well as those handled by the Office of State Procurement

Please submit your FY15 report of sole source and emergency purchased via email to OSP.Reports@la.gov.

Reports must be received no later than close of business November 1, 2015. Please copy and distribute this memorandum to the appropriate staff at your agency.

Your attention to this matter is appreciated. If you have already submitted your report, please disregard this request. If you have any questions, please contact Jonathan Walker at Jonathan.Walker@la.gov.