

Office of State Procurement  
State of Louisiana  
Division of Administration


JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

**MEMORANDUM OSP 20-02**

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

FROM: Paula Tregre, State Procurement Director 

DATE: August 27, 2019

RE: 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."

At this time, OSP is in the process of reviewing and revising contact information for all initiative coordinators.

Please submit the name, title, email address, and phone number for your Small Entrepreneurships, Hudson and Veteran's Initiative Coordinators by email to [OSP.Reports@la.gov](mailto:OSP.Reports@la.gov).

This information should be provided no later than October 31, 2019.

Please contact Jeremy Meiske at [Jeremy.Meiske@la.gov](mailto:Jeremy.Meiske@la.gov) if you have any questions or concerns regarding this request.