


Office of State Procurement
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

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

From: Pamela Bartfay Rice, Esq. 
Assistant Director/ Professional Contracts

Date: June 19, 2017

Re: **FY 17 Update on Critical Contract Deadline/ Professional Contracts**

With the issuance of the LaGov year-end close memo, the Office of State Procurement/Professional Contracts is now able to provide information regarding specific system deadlines and procedures for the 6/30/17 timeframe. Please see the links below for this LaGov specific information. Some key points are listed below for reference.

http://www.doa.la.gov/osp/PC/agencies/newinfo/LaGovAgcy-JUNE_30_2017-CloseInstrns_UPDATED.pdf

We ask for your cooperation in complying with deadlines to accomplish a smooth year-end closeout of contracts.

SRM ISIS agencies: (all agencies, except DEQ, DNR, DOTD, WLF & CPRA):

Purchase Order

All POs must be in an 'Ordered' status by 6:30 PM on Tuesday, June 27th for the PO to be interfaced to AFS.

In order to allow ample time for FY 17 POs to be in "Ordered" status by 6:30 PM on Tuesday, June 27th, your ProAct transmittal and PO should be submitted to OSP-PC no later than Wednesday, June 22nd at 10 AM.

Keep in mind; this means once OSP-PC approves the PO, agency personnel will need to accept the approval, to be in "Ordered" status.

Agencies will not have access to POs and Shopping Carts beginning at 6:30 PM on the 27th until FY 18 is open and budget is loaded.

Unprocessed Shopping Carts

Any FY 17 SRM Shopping Carts that exist after 6:30 PM Tuesday, June 27th, with no PO issued will be automatically canceled.

Additionally, agencies will not have access to Shopping Carts and Purchase Orders beginning at 6:30 PM on the 27th until FY 18 is open, and the budget is loaded.

LaGov agencies (DEQ, DNR, DOTD, WLF & CPRA ONLY):

SRM Shopping Carts / POs

All pre-encumbrances must be liquidated by 6:30 PM Wednesday, June 28, 2017, including pre-encumbered Shopping Carts that may be in the RFX process. It is critical that any follow-on documents, POs, are created and at Ordered Status prior to 6:30 PM June 28, 2017. It should also be noted that POs in Saved status preceded by a Shopping Cart must be canceled and Shopping Cart items rejected from Perform Sourcing. The preceding does not apply to Lead Time (LT) Shopping Carts and POs.

Keep in mind; this means once OSP-PC approves the PO, agency personnel will need to accept the approval, to be in "Ordered" status.

We are requesting that all agency contract officers relay this important information to the appropriate personnel and to make certain that contracts contain all required information and approvals before sending to OSP-PC for final approval. This will help us expedite our approval process and eliminate the unnecessary delays that occur when we have to hold our approval waiting for additional information from the agencies.

Thank you for your continued cooperation in this and all contract matters.