

# **Office of State Procurement**

**Division of Administration**



**Strategic Plan**  
**FY 2026-27 to FY 2030-31**

**Table of Contents**

**Vision, Mission, and Philosophy ..... 3**

**Summary ..... 4**

**Principal Clients and External Factors ..... 4**

**Duplication of Effort..... 4**

**Goal I..... 5**

**Objective I.1 ..... 5**

**Matrix ..... 7**

**Performance Indicator Documentation ..... 8**

**Strategy Checklist ..... 18**

## **VISION STATEMENT**

Equip state agencies with the goods and services needed to effectively serve the people of Louisiana.

## **MISSION STATEMENT**

The Office of State Procurement serves as the centralized purchasing and contracting agency of the State of Louisiana, establishing competitive, cost-effective contracts for goods and services in full compliance with the law, and facilitating access to those contracts by State agencies and political subdivisions, equipping them to effectively serve the needs of the people of Louisiana.

## **PHILOSOPHY**

There is always room for improvement: excellence is a process. OSP will diligently strive to deliver excellent customer service, terms and conditions, and pricing in all procurements, and will work to uphold public confidence in the impartial integrity of the State's procurement efforts.

## **SUMMARY**

The Office of State Procurement (OSP) is responsible for procuring goods and services required by state executive branch agencies. OSP issues contracts covering the majority of items required by agencies and authorized cooperative purchasing entities, and is responsible for the regulation of RFPs and contracts for professional and complex services. OSP also processes bids and other requisitions for commodities, goods and services not covered by annual contracts.

OSP enables the State to control and reduce costs by standardizing specifications of needed goods and services and by realizing economies of scale, ensuring that small and large agencies alike get the best pricing available. The Office assists the State in aligning procurement and budget policies to strategically source goods and services in accordance with State budgetary policy and resources.

The Office also serves an information and education function through its sponsorship and participation in educational seminars designed to assist agencies in understanding and utilizing the procurement code, procurement policy and the steps necessary to efficiently acquire the goods and services necessary to carry out an agency's core functions.

## **PRINCIPAL CLIENTS AND USERS**

Principal clients consist of all executive branch departments, including higher education, political subdivisions and boards and commissions.

## **EXTERNAL FACTORS**

Potential external factors beyond the control of the agency which could have a significant impact on its success in attaining its goals and objectives include lack of funding, policy- or budget-based reductions in purchasing and contracting, and lack of personnel to support new programs.

## **DUPLICATION OF EFFORT**

Louisiana Revised Statutes Title 39, Chapter 17, establishes the Office of State Procurement as the central purchasing agency of supplies, operating services, and major repairs.

OSP is designated as the chief regulatory agency over all purchasing activities, as well as professional, personal, consulting and social services (PPCS) contracts.

**GOAL I: To standardize the procurement of quality goods and services, ensuring that all contracts for such services are solicited, awarded and maintained in a legal, uniform and equitable manner.**

*Goal Authorizations: Louisiana Revised Statutes 39:1551 et seq.*

**PROGRAM ACTIVITY: STATE PROCUREMENT**

The Office of State Procurement (OSP) is responsible for procuring goods and services required by state executive branch agencies. OSP issues contracts covering the majority of items required by agencies and authorized cooperative purchasing entities, and is responsible for the regulation of RFPs and contracts for professional and complex services. OSP also processes bids and other requisitions for commodities, goods and services not covered by annual contracts.

**STATE PROCUREMENT MISSION:**

- To develop and implement sound procurement practices statewide in order to provide quality goods and timely services to agencies.

**STATE PROCUREMENT GOAL:**

- The Office of State Procurement will implement sound procurement practices in accordance with executive policy and legislative mandates, and provide quality and timely services to the agency and vendor communities.

**OBJECTIVE I.1:**

OSP will provide the necessary resources to quickly and efficiently procure professional contracts, RFPs, one-time purchases, long term purchase orders, statewide and agency-term contracts to ensure 80% or more are completed within each target cycle time detailed in the related performance indicators listed below.

Note: The outcome of this objective will support continued success of the centralized procurement staff and improve customer service to agencies.

**STRATEGY I.1:** Utilize team performance metrics to ensure OSP's standards are maintained or exceeded regarding both meeting the needs of our customer agencies and making purchases and contracts in full compliance with law, rules, and policy.

STATE OF LOUISIANA  
OFFICE OF STATE PROCUREMENT

---

PERFORMANCE INDICATOR:

Key:

1. Efficiency: 80% of Professional Contracts Team transactions completed within 21 days
2. Efficiency: 80% of Bid Team purchases of \$25,000 or less completed within 30 days
3. Efficiency: 80% of Commodity Team transactions completed within 45 days
4. Efficiency: 80% of total RFPs processed with a 5% reduction in processing time relative to the previous fiscal year.
5. Efficiency: 80% of RFPs published within 45 days
6. Efficiency: 80% of contracts resulting from RFP process approved within 21 days

General:

1. Output: Average cycle time for Professional Contracts Team transactions
2. Output: Average cycle time for Bid Team transactions
3. Output: Average cycle time for Commodity Team transactions
4. Output: Average cycle time for the complete RFP process

STATE OF LOUISIANA  
OFFICE OF STATE PROCUREMENT

Performance Indicator Matrix					
Program: State Procurement					Date: July 2025
Goal: The Office of State Procurement (OSP) will implement sound procurement practices in accordance with executive policy and legislative mandates, and provide quality and timely services to the agency and vendor communities.					
Objectives	Inputs	Outputs	Outcomes	Efficiency	Quality
<p><b>Objective 1:</b></p> <p>OSP will provide the necessary resources to quickly and efficiently procure professional contracts, RFPs, one-time purchases, long term purchase orders, statewide and agency-term contracts to ensure 80% or more are completed within each target cycle time detailed in the related performance indicators listed below.</p>		<p>Average cycle time for Professional Contracts Team transactions</p> <p>Average cycle time for Bid Teams transactions</p> <p>Average cycle time for Commodity Team transactions</p> <p>Average cycle time for the complete RFP process</p>		<p>80% of Professional Contracts Team transactions completed within 21 days</p> <p>80% of Bid Team purchases of \$25,000 or less completed within 30 days</p> <p>80% of Commodity Team transactions completed within 45 days</p> <p>80% of total RFPs processed with a 5% reduction in processing time relative to the previous fiscal year.</p> <p>80% of RFPs published within 45 days</p> <p>80% of contracts resulting from RFP process approved within 21 days</p>	

**PERFORMANCE INDICATOR DOCUMENTATION**

**Activity:** State Procurement

**Objective 1:** OSP will provide the necessary resources to quickly and efficiently procure professional contracts, RFPs, one-time purchases, long term purchase orders, statewide and agency-term contracts to ensure 80% or more are completed within each target cycle time detailed in the related performance indicators listed below.

**Indicator Name:** 80% of Professional Contracts Team transactions completed within 21 days.

**Indicator LaPAS PI Code:** 112

**1. Type and Level:**

This performance indicator is a key, efficiency indicator.

**2. Rationale, Relevance, Reliability:**

OSP exercises oversight and approval authority over non-competitive professional, personal, consulting, and social services contracts. It is crucial to agencies to have professional, personal, consulting, and social services contracts reviewed and approved in a timely manner.

**3. Use:**

This indicator will be used to measure customer service success in relation to stated targets and to identify cases in which personnel or other resources should be added or re-allocated.

**4. Clarity:**

This indicator clearly identifies what is being measured.

**5. Data Source, Collection and Reporting:**

Data Source - All approved ProAct and/or LaGov related transactions

Collection - LaGov Approval Status Cockpit report and ProAct data file from OTS

Reporting - Quarterly, on a cumulative fiscal-year-to-date basis.

**6. Calculation Methodology:**

Count of transactions whose cycle time is  $\leq 21$  days, divided by total transaction count.

**7. Scope:**

This performance indicator is disaggregated.

**8. Caveats:**

None.

**9. Accuracy, Maintenance, Support:**

The performance indicator and data have not been audited. Activity data from ProAct and/or LaGov will be maintained.

**10. Responsible Person:**

Zalinsky Matthew, Assistant Director

**PERFORMANCE INDICATOR DOCUMENTATION**

**Activity:** State Procurement

**Objective 1:** OSP will provide the necessary resources to quickly and efficiently procure professional contracts, RFPs, one-time purchases, long term purchase orders, statewide and agency-term contracts to ensure 80% or more are completed within each target cycle time detailed in the related performance indicators listed below.

**Indicator Name:** 80% of Bid Team purchases of \$25,000 or less completed within 30 days.

**Indicator LaPAS PI Code:** 26007

**1. Type and Level:**

This performance indicator is a key, efficiency indicator.

**2. Rationale, Relevance, Reliability:**

To better control product selection, need and match, most agency-initiated purchases were brought in-house as a result of the centralization of agency procurement staff. Bid Teams were created to quickly and efficiently issue ITBs and contracts for agencies.

**3. Use:**

This indicator will be used to measure customer service success in relation to stated targets and to identify cases in which personnel or other resources should be added or re-allocated.

**4. Clarity:**

This indicator clearly identifies what is being measured.

**5. Data Source, Collection and Reporting:**

Data Source - All approved ProAct and/or LaGov related transactions

Collection - LaGov Approval Status Cockpit report and ProAct data file from OTS

Reporting - Quarterly, on a cumulative fiscal-year-to-date basis.

**6. Calculation Methodology:**

Count of transactions whose cycle time is  $\leq$  30 days, divided by total transaction count.

**7. Scope:**

This performance indicator is disaggregated.

**8. Caveats:**

None.

**9. Accuracy, Maintenance, Support:**

The performance indicator and data have not been audited. Activity data from ProAct and/or LaGov will be maintained.

**10. Responsible Person:**

Zalinsky Matthew, Assistant Director

**PERFORMANCE INDICATOR DOCUMENTATION**

**Activity:** State Procurement

**Objective 1:** OSP will provide the necessary resources to quickly and efficiently procure professional contracts, RFPs, one-time purchases, long term purchase orders, statewide and agency-term contracts to ensure 80% or more are completed within each target cycle time detailed in the related performance indicators listed below.

**Indicator Name:** 80% of Commodity Team transactions completed within 45 days.

**Indicator LaPAS PI Code:** 26522

**1. Type and Level:**

This performance indicator is a key, efficiency indicator.

**2. Rationale, Relevance, Reliability:**

To better control product selection, need and match, most agency-initiated purchases were brought in-house as a result of the centralization of agency procurement staff. Commodity Teams were created to quickly and efficiently issue statewide, agency term, and emergency – contingent contracts.

**3. Use:**

This indicator will be used to measure customer service success in relation to stated targets and to identify cases in which personnel or other resources should be added or re-allocated.

**4. Clarity:**

This indicator clearly identifies what is being measured.

**5. Data Source, Collection and Reporting:**

Data Source - All approved ProAct and/or LaGov related transactions

Collection - LaGov Approval Status Cockpit report and ProAct data file from OTS

Reporting - Quarterly, on a cumulative fiscal-year-to-date basis.

**6. Calculation Methodology:**

Count of transactions whose cycle time is  $\leq 45$  days, divided by total transaction count.

**7. Scope:**

This performance indicator is disaggregated.

**8. Caveats:**

None.

**9. Accuracy, Maintenance, Support:**

The performance indicator and data have not been audited. Activity data from ProAct and/or LaGov will be maintained.

**10. Responsible Person:**

Zalinsky Matthew, Assistant Director

**PERFORMANCE INDICATOR DOCUMENTATION**

**Activity:** State Procurement

**Objective 1:** OSP will provide the necessary resources to quickly and efficiently procure professional contracts, RFPs, one-time purchases, long term purchase orders, statewide and agency-term contracts to ensure 80% or more are completed within each target cycle time detailed in the related performance indicators listed below.

**Indicator Name:** 80% of total RFPs processed with a 5% reduction in processing time relative to the previous fiscal year.

**Indicator LaPAS PI Code:** 26523

**1. Type and Level:**

This performance indicator is a key, efficiency indicator.

**2. Rationale, Relevance, Reliability:**

OSP exercises oversight authority over the development and use of the RFP process and resulting contracts. It is crucial to agencies to have RFPs and resulting contracts reviewed and approved in a timely manner.

**3. Use:**

This indicator will be used to measure customer service success in relation to stated targets and to identify cases in which personnel or other resources should be added or re-allocated.

**4. Clarity:**

This indicator clearly identifies what is being measured.

**5. Data Source, Collection and Reporting:**

Data Source - RFP tracking spreadsheet

Collection - RFP Manager

Reporting - Quarterly, on a cumulative fiscal-year-to-date basis.

**6. Calculation Methodology:**

Count of transactions\* whose cycle time is  $\geq$  a 5% decrease in processing time relative to the previous fiscal year's time, divided by total transaction count.

**7. Scope:**

This performance indicator is disaggregated.

**8. Caveats:**

\*This count will not include RFPs whose award was protested.

**9. Accuracy, Maintenance, Support:**

The performance indicator and data have not been audited. Manager's RFP Tracker and activity data from ProAct and/or LaGov will be maintained.

**10. Responsible Person:**

Zalinsky Matthew, Assistant Director

**PERFORMANCE INDICATOR DOCUMENTATION**

**Activity:** State Procurement

**Objective 1:** OSP will provide the necessary resources to quickly and efficiently procure professional contracts, RFPs, one-time purchases, long term purchase orders, statewide and agency-term contracts to ensure 80% or more are completed within each target cycle time detailed in the related performance indicators listed below.

**Indicator Name:** 80% of RFPs published within 45 days.

**Indicator LaPAS PI Code:** 26524

**1. Type and Level:**

This performance indicator is a key, efficiency indicator.

**2. Rationale, Relevance, Reliability:**

OSP exercises oversight authority over the development and use of the RFP process and resulting contracts. It is crucial to agencies to have RFPs and resulting contracts reviewed and approved in a timely manner.

**3. Use:**

This indicator will be used to measure customer service success in relation to stated targets and to identify cases in which personnel or other resources should be added or re-allocated.

**4. Clarity:**

This indicator clearly identifies what is being measured.

**5. Data Source, Collection and Reporting:**

Data Source - RFP tracking spreadsheet

Collection - RFP Manager

Reporting - Quarterly, on a cumulative fiscal-year-to-date basis.

**6. Calculation Methodology:**

Count of transactions whose cycle time is  $\leq 45$  days, divided by total transaction count.

**7. Scope:**

This performance indicator is disaggregated.

**8. Caveats:**

None.

**9. Accuracy, Maintenance, Support:**

The performance indicator and data have not been audited. Manager's RFP Tracker and activity data from ProAct and/or LaGov will be maintained.

**10. Responsible Person:**

Zalinsky Matthew, Assistant Director

**PERFORMANCE INDICATOR DOCUMENTATION**

**Activity:** State Procurement

**Objective 1:** OSP will provide the necessary resources to quickly and efficiently procure professional contracts, RFPs, one-time purchases, long term purchase orders, statewide and agency-term contracts to ensure 80% or more are completed within each target cycle time detailed in the related performance indicators listed below.

**Indicator Name:** 80% of contracts resulting from RFP process approved within 21 days

**Indicator LaPAS PI Code:** 26525

**1. Type and Level:**

This performance indicator is a key, efficiency indicator.

**2. Rationale, Relevance, Reliability:**

OSP exercises oversight authority over the development and use of the RFP process and resulting contracts. It is crucial to agencies to have RFPs and resulting contracts reviewed and approved in a timely manner.

**3. Use:**

This indicator will be used to measure customer service success in relation to stated targets and to identify cases in which personnel or other resources should be added or re-allocated.

**4. Clarity:**

This indicator clearly identifies what is being measured.

**5. Data Source, Collection and Reporting:**

Data Source - RFP tracking spreadsheet

Collection - RFP Manager

Reporting - Quarterly, on a cumulative fiscal-year-to-date basis.

**6. Calculation Methodology:**

Count of transactions whose cycle time is  $\leq 21$  days, divided by total transaction count.

**7. Scope:**

This performance indicator is disaggregated.

**8. Caveats:**

None.

**9. Accuracy, Maintenance, Support:**

The performance indicator and data have not been audited. Manager's RFP Tracker and activity data from ProAct and/or LaGov will be maintained.

**10. Responsible Person:**

Zalinsky Matthew, Assistant Director

**PERFORMANCE INDICATOR DOCUMENTATION**

**Activity:** State Procurement

**Objective 1:** OSP will provide the necessary resources to quickly and efficiently procure professional contracts, RFPs, one-time purchases, long term purchase orders, statewide and agency-term contracts to ensure 80% or more are completed within each target cycle time detailed in the related performance indicators listed below.

**Indicator Name:** Average cycle time for Professional Contracts Team transactions.

**Indicator LaPAS PI Code:** 26527

**1. Type and Level:**

This performance indicator is a general, output indicator.

**2. Rationale, Relevance, Reliability:**

OSP exercises oversight and approval authority over non-competitive professional, personal, consulting, and social services contracts. It is crucial to agencies to have professional, personal, consulting, and social services contracts reviewed and approved in a timely manner.

**3. Use:**

This indicator will be used to measure customer service success in relation to stated targets and to identify cases in which personnel or other resources should be added or re-allocated.

**4. Clarity:**

This indicator clearly identifies what is being measured.

**5. Data Source, Collection and Reporting:**

Data Source - All approved ProAct and/or LaGov related transactions

Collection - LaGov Approval Status Cockpit report and ProAct data file from OTS

Reporting – General Indicators are reported at second quarter (prior year actual) and fourth quarter (yearend actual) progress reports.

**6. Calculation Methodology:**

Average number of transactions.

**7. Scope:**

This performance indicator is disaggregated.

**8. Caveats:**

None.

**9. Accuracy, Maintenance, Support:**

The performance indicator and data have not been audited. Activity data from ProAct and/or LaGov will be maintained.

**10. Responsible Person:**

Zalinsky Matthew, Assistant Director

**PERFORMANCE INDICATOR DOCUMENTATION**

**Activity:** State Procurement

**Objective 1:** OSP will provide the necessary resources to quickly and efficiently procure professional contracts, RFPs, one-time purchases, long term purchase orders, statewide and agency-term contracts to ensure 80% or more are completed within each target cycle time detailed in the related performance indicators listed below.

**Indicator Name:** Average cycle time for Bid Team transactions.

**Indicator LaPAS PI Code:** 26528

**1. Type and Level:**

This performance indicator is a general, output indicator.

**2. Rationale, Relevance, Reliability:**

To better control product selection, need and match, most agency-initiated purchases were brought in-house as a result of the centralization of agency procurement staff. Bid Teams were created to quickly and efficiently issue ITBs and contracts for agencies. Successful centralization depends on the efficiency of the Bid Teams.

**3. Use:**

This indicator will be used to measure customer service success in relation to stated targets and to identify cases in which personnel or other resources should be added or re-allocated.

**4. Clarity:**

This indicator clearly identifies what is being measured.

**5. Data Source, Collection and Reporting:**

Data Source - All approved ProAct and/or LaGov related transactions

Collection - LaGov Approval Status Cockpit report and ProAct data file from OTS

Reporting - General Indicators are reported at second quarter (prior year actual) and fourth quarter (yearend actual) progress reports.

**6. Calculation Methodology:**

Average number of transactions.

**7. Scope:**

This performance indicator is disaggregated.

**8. Caveats:**

None.

**9. Accuracy, Maintenance, Support:**

The performance indicator and data have not been audited. Activity data from ProAct and/or LaGov will be maintained.

**10. Responsible Person:**

Zalinsky Matthew, Assistant Director

**PERFORMANCE INDICATOR DOCUMENTATION**

**Activity:** State Procurement

**Objective 1:** OSP will provide the necessary resources to quickly and efficiently procure professional contracts, RFPs, one-time purchases, long term purchase orders, statewide and agency-term contracts to ensure 80% or more are completed within each target cycle time detailed in the related performance indicators listed below.

**Indicator Name:** Average cycle time for Commodity Team transactions.

**Indicator LaPAS PI Code:** 26529

**1. Type and Level:**

This performance indicator is a general, output indicator.

**2. Rationale, Relevance, Reliability:**

To better control product selection, need and match, most agency-initiated purchases were brought in-house as a result of the centralization of agency procurement staff. Commodity Teams were created to quickly and efficiently issue statewide, agency term, and emergency – contingent contracts.

**3. Use:**

This indicator will be used to measure customer service success in relation to stated targets and to identify cases in which personnel or other resources should be added or re-allocated.

**4. Clarity:**

This indicator clearly identifies what is being measured.

**5. Data Source, Collection and Reporting:**

Data Source - All approved ProAct and/or LaGov related transactions

Collection - LaGov Approval Status Cockpit report and ProAct data file from OTS

Reporting - General Indicators are reported at second quarter (prior year actual) and fourth quarter (yearend actual) progress reports.

**6. Calculation Methodology:**

Average number of transactions.

**7. Scope:**

This performance indicator is disaggregated.

**8. Caveats:**

None.

**9. Accuracy, Maintenance, Support:**

The performance indicator and data have not been audited. Activity data from ProAct and/or LaGov will be maintained.

**10. Responsible Person:**

Zalinsky Matthew, Assistant Director

**PERFORMANCE INDICATOR DOCUMENTATION**

**Activity:** State Procurement

**Objective 1:** OSP will provide the necessary resources to quickly and efficiently procure professional contracts, RFPs, one-time purchases, long term purchase orders, statewide and agency-term contracts to ensure 80% or more are completed within each target cycle time detailed in the related performance indicators listed below.

**Indicator Name:** Average cycle time for the complete RFP process.

**Indicator LaPAS PI Code:** 26530

**1. Type and Level:**

This performance indicator is a general, output indicator.

**2. Rationale, Relevance, Reliability:**

OSP exercises oversight authority over the development and use of the RFP process and resulting contracts. It is crucial to agencies to have RFPs and resulting contracts reviewed and approved in a timely manner.

**3. Use:**

This indicator will be used to measure customer service success in relation to stated targets and to identify cases in which personnel or other resources should be added or re-allocated.

**4. Clarity:**

This indicator clearly identifies what is being measured.

**5. Data Source, Collection and Reporting:**

Data Source - RFP tracking spreadsheet

Collection - RFP Manager

Reporting - General Indicators are reported at second quarter (prior year actual) and fourth quarter (yearend actual) progress reports.

**6. Calculation Methodology:**

Count of transactions.\*

**7. Scope:**

This performance indicator is disaggregated.

**8. Caveats:**

\*This count will not include RFPs whose award was protested.

**9. Accuracy, Maintenance, Support:**

The performance indicator and data have not been audited. Manager's RFP Tracker and activity data from ProAct and/or LaGov will be maintained.

**10. Responsible Person:**

Zalinsky Matthew, Assistant Director

STATE OF LOUISIANA  
OFFICE OF STATE PROCUREMENT

**STRATEGY I.1:**

Utilize team performance metrics to ensure OSP's standards are maintained or exceeded regarding both meeting the needs of our customer agencies and making purchases and contracts in full compliance with law, rules, and policy.

<b>STRATEGIC PLANNING CHECKLIST</b>		
<input checked="" type="checkbox"/> <input type="checkbox"/>	<b>Planning Process</b>	
<input checked="" type="checkbox"/>	<input type="checkbox"/> General description of process implementation included in plan process documentation	
<input type="checkbox"/>	<input type="checkbox"/> Consultant used	
	<input type="checkbox"/> If so, identify: _____	
<input checked="" type="checkbox"/>	<input type="checkbox"/> Department/agency explanation of how duplication of program operations will be avoided included in plan process documentation	
<input checked="" type="checkbox"/>	<input type="checkbox"/> Incorporated statewide strategic initiatives	
<input checked="" type="checkbox"/>	<input type="checkbox"/> Incorporated organization internal workforce plans and information technology plans	
<input checked="" type="checkbox"/>	<b>Analysis Tools Used</b>	
<input checked="" type="checkbox"/>	<input type="checkbox"/> SWOT analysis	
<input checked="" type="checkbox"/>	<input type="checkbox"/> Cost/benefit analysis	
<input type="checkbox"/>	<input type="checkbox"/> Financial audit(s)	
<input type="checkbox"/>	<input type="checkbox"/> Performance audit(s)	
<input checked="" type="checkbox"/>	<input type="checkbox"/> Program evaluation(s)	
<input checked="" type="checkbox"/>	<input type="checkbox"/> Benchmarking for best management practices	
<input checked="" type="checkbox"/>	<input type="checkbox"/> Benchmarking for best measurement practices	
<input type="checkbox"/>	<input type="checkbox"/> Stakeholder or customer surveys	
<input type="checkbox"/>	<input type="checkbox"/> Undersecretary management report (Act 160 Report) used	
<input type="checkbox"/>	<input type="checkbox"/> Other analysis or evaluation tools used	
<input checked="" type="checkbox"/>	<b>Stakeholders (Customers, Compliers, Expectation Groups, Others) identified</b>	
<input type="checkbox"/>	<input type="checkbox"/> Involved in planning process	
<input checked="" type="checkbox"/>	<input type="checkbox"/> Discussion of stakeholders included in plan process documentation	
<input checked="" type="checkbox"/>	<b>Authorization for goals</b>	
<input checked="" type="checkbox"/>	<input type="checkbox"/> Authorization exists	
<input type="checkbox"/>	<input type="checkbox"/> Authorization needed	
<input checked="" type="checkbox"/>	<input type="checkbox"/> Authorization included in plan process documentation	
<input checked="" type="checkbox"/>	<b>External Operating Environment</b>	
<input checked="" type="checkbox"/>	<input type="checkbox"/> Factors identified and assessed	
<input checked="" type="checkbox"/>	<input type="checkbox"/> Description of how external factors may affect plan included in plan process documentation	
<input checked="" type="checkbox"/>	<b>Formulation of Objectives</b>	
<input checked="" type="checkbox"/>	<input type="checkbox"/> Variables (target group; program & policy variables; and external variables) assessed	
<input checked="" type="checkbox"/>	<input type="checkbox"/> Objectives are SMART	
<input checked="" type="checkbox"/>	<b>Building Strategies</b>	
<input checked="" type="checkbox"/>	<input type="checkbox"/> Organizational capacity analyzed	
<input checked="" type="checkbox"/>	<input type="checkbox"/> Needed organizational structural or procedural changes identified	
<input checked="" type="checkbox"/>	<input type="checkbox"/> Resource needs identified	
<input checked="" type="checkbox"/>	<input type="checkbox"/> Strategies developed to implement needed changes or address resource needs	
<input type="checkbox"/>	<input type="checkbox"/> Action plans developed; timelines confirmed; and responsibilities assigned	
<input checked="" type="checkbox"/>	<b>Building in Accountability</b>	
<input checked="" type="checkbox"/>	<input type="checkbox"/> Balanced sets of performance indicators developed for each objective	
<input checked="" type="checkbox"/>	<input type="checkbox"/> Documentation Sheets completed for each performance indicator	
<input checked="" type="checkbox"/>	<input type="checkbox"/> Internal accountability process or system implemented to measure progress	
<input checked="" type="checkbox"/>	<input type="checkbox"/> Data preservation and maintenance plan developed and implemented	
<input checked="" type="checkbox"/>	<b>Fiscal Impact of Plan</b>	
<input checked="" type="checkbox"/>	<input type="checkbox"/> Impact on operating budget	
<input checked="" type="checkbox"/>	<input type="checkbox"/> Impact on capital outlay budget	
<input checked="" type="checkbox"/>	<input type="checkbox"/> Means of finance identified for budget change	
<input checked="" type="checkbox"/>	<input type="checkbox"/> Return on investment determined to be favorable	

STATE OF LOUISIANA  
OFFICE OF STATE PROCUREMENT

---



**Mailing Address**

P.O. Box 94095  
Baton Rouge, LA 70804

**Physical Address**

Claiborne Building  
1201 North Third St., Suite 2-160  
Baton Rouge, LA 70802

Phone: (225) 342-8010

Fax: (225) 342-8688

<https://procurement.la.gov>