

Office of State Procurement

Division of Administration



Strategic Plan
FY 2023-24 to FY 2027-28

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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 RFP administration completed within 232 days
5. Efficiency: 80% of RFPs published within 120 days
6. Efficiency: 80% of contracts resulting from RFP process approved within 21 days

General:

1. Output: Percentage of award concurrences decided within 21 days
2. Output: Average cycle time for Professional Contracts Team transactions
3. Output: Average cycle time for Bid Team transactions
4. Output: Average cycle time for Commodity Team transactions
5. Output: Average cycle time for the complete RFP process

STATE OF LOUISIANA
OFFICE OF STATE PROCUREMENT

Performance Indicator Matrix					
Program: State Procurement		Date: July 2022			
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>Objective 1:</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>Percentage of RFP award concurrences decided within 21 days</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 RFP administration completed within 232 days</p> <p>80% of RFPs published within 120 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 ≤ 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 ≤ 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 RFP administration completed within 232 days.

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 \leq 232 days, 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 120 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 120 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 ≤ 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: Percentage of RFP award concurrences decided within 21 days.

Indicator LaPAS PI Code: 26526

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 - 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:

Average number 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.

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

STATE OF LOUISIANA
OFFICE OF STATE PROCUREMENT



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