Office of State Procurement
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR

JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

MEMORANDUM OSP 24-01

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

FROM: Tom Ketterer, State Procurement Director

DATE: **August 28, 2023**

RE: FY23 - 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 the 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.

For agencies using LaGov-SRM, a report generated from SRM is attached with emergency and sole source, each on its own tabs. If your agency has any emergency or sole source procurements not included in the attached spreadsheet, you must report those to the email address below.

Please submit your FY23 report of sole source and emergency purchases via email to OSP-Reports@la.gov.If your agency has nothing to report, please respond stating such. Reports must be received no later than the close of business on October 31, 2023. 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 John Gil in the Office of State Procurement at john.gil@la.gov or (225) 342-8065.

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Sole Source Purchases Reporting

Agency Number	Agency Name	Contract Number	Vendor Name	Contract Type	Contract Begin Date	Contract End Date	Approval Date	Total Amount of Contract	Description / Purpose

Emergency Purchases Reporting

Agency Number	Agency Name	Contract Number	Vendor Name	Contract Type	Contract Begin Date	Contract End Date	Approval Date	Total Amount of Contract	Description / Purpose