

Office of State Procurement
State of Louisiana
Division of Administration


JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

MEMORANDUM OSP 24-02

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

FROM: Tom Ketterer, State Procurement Director 

DATE: October 11, 2023

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 their 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.

This information should be provided no later than November 10, 2023.

Please contact Monica Clark at Monica.Clark2@la.gov if you have any questions or concerns regarding this request.