

Office of State Procurement
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

MEMORANDUM OSP 18-07

TO: All Professional Contracts ProAct Users

FROM: Paula Tregre, Director

A handwritten signature in blue ink that reads "Paula Tregre".

DATE: March 19, 2018

RE: Changes in the ProAct System

Beginning on March 27, 2018, the ProAct System will begin processing the LDR clearance requests in a fashion similar to the way it processes budget submittals, AG submittals, Civil Service and OGC submittals. The LDR clearance will be the first step of the process. You will enter your contract in the same format you have been using but the system will ask you for an LDR number to be inserted on the information tab. If it is an exempt vendor such as a university, you will use that box to identify the exemption. If the contract is one that is automatically exempt, AGY, GOV, COP/CEA the system will recognize this contract type as being exempt and the process will continue as normal. After your information is complete for a contract which requires clearance, the system will send to OSP who will forward to LDR and request the clearance. From that point forward, if there is a denial or problem, you will hear directly from LDR until clearance is achieved. Once cleared the contract will proceed for further processing.

This is a high level overview of how the system will work. Please access complete instructions in the ProAct Help Scripts at the following link: http://www.doa.la.gov/ots/pdfs/PROACT_ContractsUserGuide.pdf. If you have any questions, please contact Cheryl East at Cheryl.East@la.gov.

If you are not a ProAct user, please continue to process your work in the same way you have been processing. It is expected that the LaGov system will have a similar process in the not too distant future. Agencies which are non-ProAct and non-LAGov will continue as usual.