



*State of Louisiana*  
DIVISION OF ADMINISTRATION  
OFFICE OF STATE PURCHASING

Replaced with 04-02

M. J. "MIKE" FOSTER, JR.  
GOVERNOR

MARK C. DRENNEN  
COMMISSIONER OF ADMINISTRATION

**MEMORANDUM OSP03-06**

October 30, 2002

To: All Department Secretaries; Undersecretaries; Information Technology Directors;  
Purchasing Departments; Colleges and Universities

From: Denise Lea,  
Director State Purchasing

Re: Procedures For The Competitive Services Process/Interim Guidelines

Pursuant to the interim guidelines for procurement of software, hardware/software maintenance and support services issued on May 16,2002, the following additional procedures are being established for the contracts/services that have been determined to be competitively procured.

- Agencies intending to utilize the Consulting and Support Services Agreement (CSSA) as the competitive vehicle, will be allowed to extend contracts month to month not to exceed six months from December 31,2002. This extension is being granted until such time the appropriate technical area of the CSSA is in place.
- For agencies not utilizing the CSSA or having procurements in excess of \$1,000,000 the services must be competitively procured through either an ITB or RFP process immediately.

In the upcoming months rules will be finalized and promulgated, in the meantime the interim guidelines remain in effect.

If you should have any questions or require further clarifications, please contact the OIT Analyst assigned to your department.

c: Edgar Jordan  
Chad McGee  
Allen Doescher  
James Howze