


Small Entrepreneurship (Hudson and Veteran Initiatives) Certification Program Policy

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|  | Louisiana Department of Health (LDH) | |
| | Policy Number | 123.1 |
| | Content | Establish procedures for the Initiative Coordinator's participation in the use of Louisiana Hudson (Small Entrepreneurs) and Veteran Initiative (Veteran Small Entrepreneurship) certified businesses. |
| | Effective Date | December 4, 2018 |
| | Inquiries to | Office of the Secretary Bureau of Legal Services P.O. Box 3836 Baton Rouge, Louisiana 70821-3836 (225) 342-1112 FAX (225) 342-2232 |

LDH is committed to fostering, cultivating, and preserving a culture of equity, diversity, and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our employees invest in their work represents a significant part of not only our culture, but our Department's reputation and achievement as well.

If there is a discrepancy between an LDH Policy and a Program Office or facility policy, the LDH policy shall govern/overrule/supersede the conflicting section within the Program Office or facility policy.

I. POLICY STATEMENT

The purpose of this policy is to comply with the Procurement rules for contracting with businesses certified through the Small Entrepreneurship (Hudson Initiative) Certification Program, as governed by LAC, Title 19: Part VIII, Subpart 2, and for contracting with businesses certified through the Louisiana Initiative for Veteran and Service-Connected Disabled Veteran-Owned Small Entrepreneurships Certification Program, as governed by LAC, Title 19: Part IX, Subpart 2.

LDH shall choose an Initiative Coordinator. The person chosen as the Initiative Coordinator shall serve 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 Hudson and Veteran Initiative Small Entrepreneurships (SEs) and contractors to provide information, assistance, and support.

II. APPLICABILITY

This policy applies to all persons who are provided email accounts by the Louisiana Department of Health (LDH).

III. RESPONSIBILITIES

The LDH Initiative Coordinator will undertake various tasks to make the program workable, including the following:

- A. Provide information to Hudson and Veteran Initiative certified businesses on the department's organization and contractual needs and offer instructions on procurement policy, procedures, and general Request for Proposal/Invitation to Bid (RFP/ITB) requirements;
- B. Provide workshops and training sessions at least twice each year for certified SEs on challenges frequently encountered by certified SEs during the proposal/bid process and generally when doing work for the State;
- C. In conjunction with the Division of Administration, enhance the State's existing procurement and financial database to identify certified SEs for historical and reporting purposes;
- D. Hold pre-proposal and pre-bid seminars to explain proposal and bid requirements, including an explanation of the forms that must be submitted with the proposal or response;
- E. Ensure information is updated on how to access and search outreach activities for Hudson and Veteran Initiative certified businesses;
- F. Conduct internal workshops with LDH employees responsible for state procurement and public contracts to inform them of the goals and objectives of the Hudson and Veteran

Initiative and keep them apprised of the problems facing Hudson and Veteran Initiative-certified businesses;

- G. Inform Hudson and Veteran Initiative certified businesses of RFPs and ITBs related to their specialties by placing notices on the state's central procurement website, Louisiana Procurement and Contract Network (LaPac).

LDH Employees will use the appropriate state procurement methods when engaging in business with Hudson and Veteran Initiative certified businesses; the procurement method to be used is based on statute and regulations applicable to the nature of the procurement. Agencies may use any of the following procurement methods:

- A. Purchasing directly from a Hudson or Veteran Initiative certified business within the agency's discretionary procurement authority for goods, operating services, major repairs, construction, and personal, professional, and consulting services;
- B. Issuing an order to a Hudson or Veteran Initiative certified business (prime contractor or distributor) on a statewide contract;
- C. Using an RFP process to award a contract to a Hudson or Veteran Initiative certified business or to a proposer demonstrating a good faith effort to use Hudson or Veteran Initiative certified businesses as subcontractors, as outlined in LAC 19:VIII, Subpart 2, Section 1311 or LAC 19:IX, Subpart 2, Section 1311.
 - 1. Proposers alleging to have made a good faith subcontracting effort may be required in the RFP to verify their good faith subcontracting plan; LDH may require proposers to submit information about their business relationships and arrangements with certified SE subcontractors at the time of proposal review.
 - 2. Agreements between a proposer and a certified SE subcontractor in which the certified SE subcontractor promises not to provide subcontracting quotations to other proposers shall be prohibited.
- D. Using an ITB process to award a contract either to a Hudson or Veteran Initiative certified business or to a bidder who can demonstrate a good faith plan to use Hudson or Veteran Initiative certified small businesses as subcontractors in performing the prime contract. To be responsive to the ITB, the bidder must be either a Hudson or Veteran Initiative certified business or be able to demonstrate its good faith subcontracting plan, as defined in LAC 19:VIII, Subpart 2, Section 1311 or LAC 19:IX, Subpart 2, Section 1311.
- E. A list of Hudson or Veterans Initiative certified businesses can be found in the File Transfer Protocol (FTP) site, <ftp://ftp.laecondev.com/>. Follow the instructions in Attachment 1. Additional information can be found in the links referenced below.

IV. VIOLATIONS

Violations of this policy may result in corrective action or disciplinary action. Corrective action includes Improvement Letters (Civil Service Rule 12.9), verbal counseling, documented counseling, and/or reprimand. Letters issued for corrective action are at the sole discretion of the Appointing Authority. Disciplinary actions are Suspension without Pay, Reduction in Pay, Involuntary Demotion, and Dismissal (Civil Service Rule 12.3). Any disciplinary action taken is at the sole discretion of the Appointing Authority.

V. REFERENCES

Attachment 1: Instructions for Connecting to FTP Site

<ftp://ftp.laecondev.com/>

www.ledsmallbiz.com/search

www.ledsmallbiz.com/history

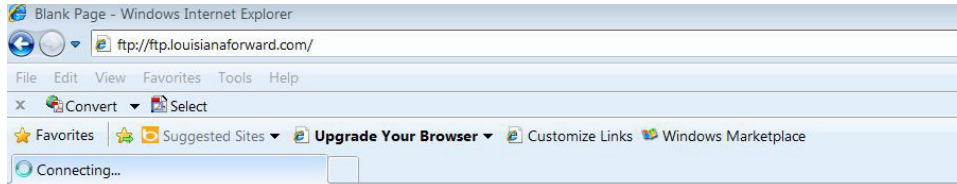
VI. REVISION HISTORY

| Date | Revision |
|-------------------|---------------------|
| December 4, 2018 | Policy created |
| January 2, 2019 | Housekeeping change |
| October 26, 2023 | Policy updated |
| October 31, 2024 | Policy reviewed |
| February 12, 2026 | Policy updated |

Connecting to FTP Site

If the user is running Windows, they should do the following:

- A. Open Internet Explorer
- B. Type the following in the address bar: [ftp.laecondev.com](ftp://ftp.laecondev.com) and then hit enter

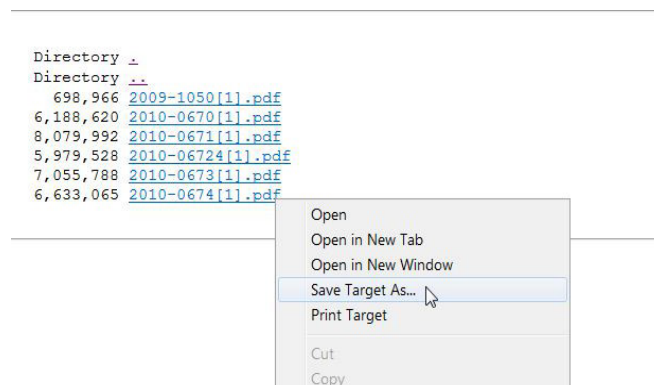


- C. They will be prompted for a User ID and Password and need to enter the correct credentials and click the Log On button.

Username: Smallbiz

Password: Hudsonlist

- D. Once logged on, they have a couple of options.
 1. Right-click on the file they need to download and select the Save File As option from the menu



2. Click on the Page Menu and select the option to Open FTP Site in Windows Explorer.

