


Small Entrepreneurship (Hudson and Veteran Initiatives) Certification Program Policy

	Louisiana Department of Health (LDH)	
	Policy Number	123.1
	Content	Establish procedures for the Initiative Coordinator Participation in the use of Small Entrepreneurship Hudson and Veteran Initiative Businesses.
	Effective Date	December 4, 2018
	Inquiries to	Office of the Secretary P.O. Box 629 Baton Rouge, LA 70821-0629 (225) 342-6763

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/override/supersede the conflicting section within the Program Office or facility policy.

I. PURPOSE

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.

II. APPLICABILITY

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

III. EFFECTIVE DATE

December 4, 2018.

IV. POLICY STATEMENT

LDH 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 Hudson and Veteran Initiative Small Entrepreneurships (SEs) and contractors to provide information, assistance, and support.

V. RESPONSIBILITIES

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

1. 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;
2. 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;
3. In conjunction with the Division of Administration, enhance the existing state's procurement and financial database to identify certified SEs for historical and reporting purposes;
4. 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;
5. Provide updates to information on how to access and search Hudson and Veteran Initiative Certified Businesses outreach activities;
6. Conduct internal information workshops to inform and acquaint LDH employees who are responsible for state procurement and public contracts of the goals and objectives of the state's Hudson and Veteran Initiative Program and to educate them about the problems facing Hudson and Veteran Certified Businesses;
7. 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 Certified Businesses; the procurement method to be used is based upon statute and regulations applicable to the nature of the procurement. Agencies may use any or all of the following procurement methods:

1. 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;
2. Issuing an order to a Hudson or Veteran Initiative Certified Business (prime contractor or distributor) on a statewide contract;
3. Using a RFP process to award a contract to a certified Hudson or Veteran Initiative Business or to a proposer demonstrating a good faith effort to use certified Hudson or Veteran Initiative Businesses as subcontractors, as outlined in LAC 19:VIII, Subpart 2, Section 1311 or LAC 19:IX, Subpart 2, Section 1311.
 - a. 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 Small Entrepreneurship (SE) subcontractors at the time of proposal review.
 - b. 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.
4. 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.
5. A list of Hudson or Veterans Initiative Certified businesses can be found in the File Transfer Protocol (FTP) site, <ftp://ftp.laecondev.com/>. Follow instructions in Attachment 1. Additional information can be found in the links referenced below.

VI. REFERENCES

Attachment 1: Instructions for Connecting to FTP Site

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

www.ledsmallbiz.com/search

www.ledsmallbiz.com/history

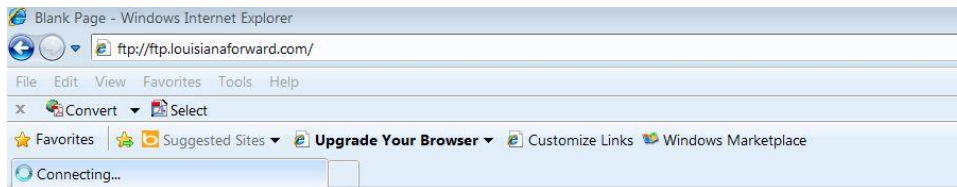
VII. REVISION HISTORY

Date	Revision
December 4, 2018	Policy created
January 2, 2019	Housekeeping change

Connecting to FTP Site

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

1. Open Internet Explorer
2. Type the following in the address bar: [ftp.laecondev.com](ftp://ftp.laecondev.com) then hit enter



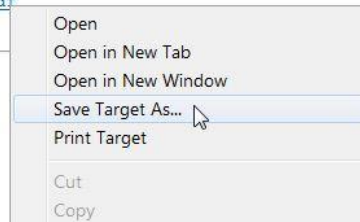
3. They will be prompted for a User ID and Password and need to enter the correct credentials and click the Log On button.

Username: Smallbiz
Password: Hudsonlist

4. Once logged on they have a couple of options.

- a. Right click on the file they need to download and select the Save File As option from the menu

```
Directory .  
Directory ..  
698,966 2009-1050\[1\].pdf  
6,188,620 2010-0670\[1\].pdf  
8,079,992 2010-0671\[1\].pdf  
5,979,528 2010-06724\[1\].pdf  
7,055,788 2010-0673\[1\].pdf  
6,633,065 2010-0674\[1\].pdf
```



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

