1. We would like a copy of your organizational chart. Included in the link is the Org Chart which includes position numbers. Positions in blue are supervisory positions. Positions in Yellow are non-supervisory positions. Positions in red are both planned vacancies (denoted with an “X” in the box constitutes an Authorized TO position) as of October 1, 2023, and non-planned vacancies (constitute position titles approved for use by SCS but no Authorized TO available to fill the position). There are also positions titled “NON-STATE EMPLOYEE (ERP ONLY)” that do not count against Authorized TO as they are mainly for Louisiana FHWA employees to have “read only” access to the LaGov system and a few WAE positions that have access as well. It should also be noted that the circled numbers above and below supervisory positions reference the page number the expansion of structure can be viewed.

2. We would like a list of all positions classified and unclassified. Included in the link

3. We would like a list of employees indicating whether they are classified or unclassified and job descriptions. Included in the link

4. We would like a list of all contracts that exceed $100,000.00, and have terms that extend beyond December 31, 2023. Include, vendor/contractor, maximum amount, term Included in the link

The information requested has four distinct files:

* LAGov system report (All PO Overview \_Non-SiteManager) some repetitive reporting in Engineering Consultant Contract Summary and Public Works Direct Contracts files
* Engineering Consultant Contract Summary
* Public Works Direct Contracts
* Active DOTD Construction Projects.

If more detail is required on any contract listed, information can be provided upon request.

5. If you have entered into contracts or plan to enter into contracts in amounts more than $100,000.00 between October 1, 2023 and January 8, 2023, please let us know. Included in the link

6. If you plan to have change orders for existing projects let us know. Included in the link

7. If vendors/contractors are performing work, outside of a contract and you plan to request permission to pay by the Commissioner pursuant to R.S. 39:1672.3 or other provisions of the procurement code, please let us know. Not applicable

8. Provide us with a list of any cases pending against this department, its employees, officers, etc. Included in the link

9. Let us know of any major concerns for your department or issues of concern that the new administration needs to be made aware of. Included in the link

10. Let us know of any prospective changes in the means of financing for your department. Included in the link

11. Provide copies of any existing delegations of authority. Included in the link

12. Provide copies of any operation manuals. **PLEASE NOTE:** The number of Standard Operating Procedures and/or Administrative Manuals through the various Sections/Districts and functional areas within DOTD are quite voluminous. Many of these documents that are relative to department-wide operations are available on the DOTD Intranet site. In order to fulfill this request, access can potentially be provided through a separate link to individual members of the Transition Team upon request.

13. Provide names of who handles procurement for Department See below:

* + **Julie Kennison, CPPB, NIGP-CPP – Procurement Director**
	+ **Jennifer Fontenot, CPPB, NIGP-CPP – Procurement Manager**
	+ **Tarah Gregg, CPPB, NIGP-CPP – Procurement Supervisor**
	+ **Adrian Stallone, CPPB, NIGP-CPP – Procurement Specialist**
	+ **Tiffany Lambert, CPPB, NIGP-CPP – Procurement Specialist**
	+ **Alice Smith, CPPB,– Procurement Specialist**
	+ **TaRonda Johnson – Procurement Analyst 2**
	+ **Kevin Walker – Procurement Analyst 1**

14. What is telework policy? Included in Question #22 (PPM #56). Is there a schedule for telework policy that can be provided? Included in the link

15. Please produce any continuity of operations/emergency plans for the Department Included in the link

16. List of any individuals you have designated as essential employees Included in the link

17. Provide a copy of employee contact list Included in the link

18. Provide a copy of the Annual Management and Program Analysis Report Included in the link

19. Provide a copy of the Department Budget Presentations presented by the Legislature in connection with annual appropriation bill Included in the link

20. Provide a copy of proposed budget for the next fiscal years Included in the link

21. Provide any IAT agreements that exist with other agencies Included in the link

22. Provide copies of internal policy manuals Included in the link. It should be noted that the criteria for this request includes all DOTD Policy and Procedures Manuals (PPMs). It should also be noted that there are numerous Engineering Directives (EDSMs), Administrative Manuals, SOPs, etc. that may also fall under this request and can be provided upon request for more information.

23. Provide information on any outstanding grievances Included in the link

24. Are there any publications that your Department is responsible for? If so, provide copies of the publications, and dates they need to be updated if applicable. **PLEASE NOTE:** The names and dates of publications have been included in the link. However, it should also be noted that the number of publications within DOTD is quite voluminous and therefore, any specific publication that needs an actual copy (hard copy or digital, depending on availability) can be furnished upon request.

25. Provide a copy of last Strategic Plan prepared by your Department. Included in the link

26. If your department is scheduled for a sunset review, which legislative committee is performing the initial evaluation and please provide any documents related to the sunset review Our Sunset Review will be conducted by the Joint Transportation Committee. All documentation is included in the link.