Professional Services contracts for Consulting and Social Services are limited to thirty-six (36) months, unless otherwise provided in an RFP and authorized by law.[[1]](#footnote-1) R.S. 39:1615(J) provides that the term may be extended up to twenty-four (24) additional months, if approved by the Joint Legislative Committee on the Budget (JLCB) and the Office of State Procurement.[[2]](#footnote-2)

No agency shall request approval from the Joint Legislative Committee on the Budget (JLCB) unless the Office of State Procurement (OSP) has reviewed and verified that the amendment complies with the state Procurement Code and that JLCB approval is necessary.

**Steps to obtaining JLCB Review**

**1. Submit to OSP for Pre-approval**

* Agency determines its desired JLCB meeting date. JLCB process requires at least two meetings for the committee to take action. See: <https://www.doa.la.gov/doa/opb/forms/>; [*https://jlcb.legis.la.gov*/](https://jlcb.legis.la.gov/).
* Agency submits proposed, unsigned amendment, related attachments, and “Memo to OSP re: JLCB Pre-approval” to Pamela.Rice@la.gov at least 30 calendar days before first JLCB meeting.
* OSP reviews and advises if it complies with the State Procurement Code.
* If approved, OSP will provide “OSP JLCB Pre-approval Memo” to agency for submission to JLCB, at least 17 calendar days before JLCB meeting.

**2. JLCB Review and Approval**

* Agency submits “OSP JLCB Pre-approval Memo” and signed amendment to JLCB for placement on agenda at least 14 calendar days before the desired meeting date. Contact the JLCB Staff at [*https://jlcb.legis.la.gov*/](https://jlcb.legis.la.gov/) for email instructions.
* Agency responds to inquiries from JLCB staff.
* Agency appears at first month’s JLCB meeting to introduce request.
* JLCB places item on next month’s meeting agenda.
* Agency appears at second month’s JLCB meeting to explain request and answer any questions from JLCB.
* JLCB takes action on the request (defer, approve or disapprove, etc.). If approved, JLCB staff provides stamped copy of approval.

**3. OSP Final Approval**

* Agency submits “Memo to OSP re JLCB approval” and signed amendment to OSP through LaGOV, PROACT, or LESA, as appropriate.
* Agency must include JLCB approved copy, and all normal attachments required for final approval of an amendment.
1. R.S. 39:1615 (J)

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|  | Except for those contracts provided in Subparagraph (G)(1)(a) through (e) of this Section, any contract for professional, personal, consulting or social services entered into for a period of not more than five years but for a period of more than three years as authorized by this Section shall be subject to prior approval of the Joint Legislative Committee on the Budget.  |

 [↑](#footnote-ref-1)
2. Agencies seeking JLCB, Health and Welfare or other standing committee review pursuant to agency-specific laws regarding contract approval should contact OSP for guidance. [↑](#footnote-ref-2)