

**Title 4**  
**ADMINISTRATION**

**Part V. Policy and Procedure Memoranda**

**Chapter 51. Professional and Social Services Categories—PPM Number 55**

**§5101. Authority**

A. Under R.S. 39:1561 the commissioner is granted broad authority and responsibility to consider and decide matters of policy under the Procurement Code. Pursuant to R.S. 39:1556(42) the chief procurement officer for the state of Louisiana may add to the enumerated occupations or services under the categories of “professionals.” Under R.S. 39:1619 the enumerated categories of “social services” are not limited, but may be increased.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:1561, R.S. 39:1556(42), and R.S. 39:1619.

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, Office of State Procurement, 41:2762 (December 2015), amended LR 43:1109 (June 2017).

**§5103. Policy**

A. To respond to the needs of state agencies, it shall be the policy of the Office of State Procurement to regularly review and to supplement the professions, occupations and services covered under R.S. 39:1556 (Professional Services) and R.S. 39:1619 (Social Services) in order to ensure that needed services are being procured in the most effective manner possible. Any addition of professional services or social services under this Chapter shall be added to the Tables Appendix in §5109 of this Chapter and shall be published in the *Louisiana Register*. Any contract entered into between an agency and a person providing professional or social services listed herein must fully comply with any and all other requirements under the Procurement Code.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:1561, R.S. 39:1556(42), and R.S. 39:1619.

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, Office of State Procurement, 41:2762 (December 2015), amended LR 43:1109 (June 2017).

**§5105. Procedures**

A. Professional Services. An agency head may present a request to the state chief procurement officer to classify an independent contractor who has a professed knowledge of a department of learning or science used by its practical application to the affairs of others or in the practice of an art founded on it, as a professional in addition to those professions listed in R.S. 39:1556(42). Upon a showing that the profession advocated is a vocation founded upon prolonged and specialized intellectual training which enables particular service to be rendered, and that such professed attainments in special knowledge are distinguishable from mere skill, the state chief procurement officer may define, classify and add the profession to a table of professions which are exempt from competitive solicitation.

B. Social Services

1. An agency head may present a request to the state chief procurement officer to enumerate additional services other than those enumerated in R.S. 39:1619 which shall qualify as social services under the following categories:

- a. rehabilitation and health support services;
- b. habilitation and socialization services;
- c. protection for adults and children services;
- d. improvement of living conditions and health services; and
- e. evaluation, testing, and remedial educational services (for exceptional nonpublic school students with disabilities).

2. Upon a showing that an additional service is needed, is properly within the scope of an agency’s mission to provide, and is substantially similar, comparable or a logical extension of an enumerated service, the state chief procurement officer may define, classify and add the service to the appropriate category of services enumerated under R.S. 39:1619.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:1561, R.S. 39:1556(42), and R.S. 39:1619.

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, Office of State Procurement, 41:2762 (December 2015), amended LR 43:1109 (June 2017).

**§5107. Removal**

A. Once added, nothing in this policy or in these procedures shall prevent the Office of State Procurement from removing a professional or social service from the Tables Appendix if it is deemed in the best interests of the state to

do so. Once removed, a professional or social service shall not be restored without following the procedures in §5105 above.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:1561, R.S. 39:1556(42), and R.S. 39:1619.

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, Office of State Procurement, 41:2762 (December 2015), amended LR 43:1109 (June 2017).

**§5109. Tables Appendix**

A. Professional Services

<b>Table of Professional Services</b>	
<i>The following services shall supplement those listed in R.S. 39:1556(42).</i>	
Service	Effective Date
Licensed chiropractors	January 1, 2017

B. Social Services

<b>Table of Social Services</b>	
<i>The following services shall supplement those listed in R.S. 39:1619.</i>	
Service	Effective Date

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:1561, R.S. 39:1556(42), and R.S. 39:1619.

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, Office of State Procurement, LR 41:2762 (December 2015), amended LR 43:1109 (June 2017).

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