Office of State Procurement

Professional Service Contracts – Professional Services

AGENCY TRAINING
Objectives

- Discuss professional service contracts
- Understand the types of services that are classified as professional services
Professional Service Contracts

There are seven different types of Professional Service Contracts

- Personal
- Consulting
- Interagency
- Intergovernmental
- Social Services
- Cooperative Endeavors
- Professional
Applicability of Law

All expenditures of public funds by the Executive Branch of the State, regardless of their source they must follow the laws that govern PSC (Professional Service Contracts) contracts.

Some exemptions in law (RS 39:1554 & 39:1619)
Professional service is defined as work rendered by an independent contractor who has a professed knowledge of some 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.
It’s important to classify the type of services being provided correctly. The services being provided must be the usual and customary services for the profession.

A veterinarian speaking at a school on how you should take care of your pets, wouldn’t be classified as professional services. The services would be classified as consulting and would be limited to $74,999 per twelve (12) month period or your agency would have to process a RFP.
Professional

R.S. 39:1556 (42)

- Lawyers
- Doctors
- Dentists
- Psychologists
- Certified Advanced Practice Nurses
- Veterinarians
- Visiting Professors
- Physician Assistants
- Municipal Advisors
- Architects
- Engineers
- Land Surveyors
- Landscape Architects
- Accountants
- Actuaries
- Claims Adjusters
- Pharmacists

Listed are the only services allowed to be classified as professional.
Non-Competitive

Contracts that are classified as professional services, are non-competitive.

- Not required to be put out for bid, RFP process
- No dollar limit

Cost benefit analysis should be completed to ensure the rates are within the normal range for the services being provided.
Examples of Professional Services

Review financial statements and other financial reports received from proposers submitted in response to an RFP, or other solicitation for stability and viability.

Provide drawings, specifications and/or other architectural, engineering and/or surveying information and documents as required.
Examples of Professional Services

Provide examination of teeth and gums, x-ray and diagnosing of diseases of the mouth and teeth. (Dentist)

Evaluate, report, and provide a plan for overall drainage in order to improve the drainage. (Engineer)

Examine animals for illnesses, administer medicines, annual vaccinations, Coggins shots, order x-rays, deliver foals or puppies and/or perform necessary surgery. (Veterinarian)
Resources to Find Services

- LaPac
- eCat
- LED
- Other Agencies
LaPac

https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubMain.cfm

LaPAC
Welcome to the Louisiana Procurement and Contract Network

LaPAC Public Menu

Vendor Registration Menu
Use the LaGov vendor enrollment portal to market your products or services.

Bids by Category
View a listing of bids by category for all departments.

Bids by Department
View a listing of solicitations by department.

Search for Open Bids
Locate open solicitations by one or more selection criteria.

Search by Bid Number
Locate solicitations by bid number.

Check Status
View a listing of solicitations that have already opened and see the current status.

Contract Search
Use Louisiana's Electronic Catalog (eCat) to view State contracts for use by state agencies, quasi state agencies and political subdivisions.
https://wwwcfprd.doa.louisiana.gov/osp/lapac/ecat/dsp_ecatsearchlagov.cfm
Louisiana Economic Development

- https://www.doa.la.gov/doa/osp/vendor-resources/hudson-se-veteran-initiatives/
Minimum Contract Requirements R.S. 39:1625

Beginning / Ending dates – real ones, not “shall begin on date of approval and extend for one year”

Your agency can decide to have a contract for one year and amend it for two additional years or you can have a three year contract.

If your agency has a need for the contract to have a duration longer than three (3) years, you can submit the contract for review and approval to the JLCB in order to have a duration up to five (5) years.
Minimum Contract Requirements continued

- Appropriate original signatures or electronic signatures (if your Agency policy allows)
- Statement of Work – Description of Services
  - Deliverables
  - Schedule of deliverables
  - Performance Measures
  - Monitoring plan
Minimum Contract Requirements continued

- Responsibility for taxes (LDR# & Tax ID)
- Termination clauses – for cause and convenience
- Remedies for default clause
- Legislative Auditor clause
- Assignability clause
- Any required anti-discrimination language
- Travel requirements – PPM 49 (OR) Travel is included in the cost
- Fiscal funding clause if the duration of the contract crosses a fiscal year
- Act 87 – Discretionary or Non-discretionary
Minimum Contract Requirements continued

- Maximum amount
- Payment terms - schedule of payments to be made should be negotiated and clear so the contractor knows how he can bill and when he can bill
- Itemized budget must be include if your contract is for cost reimbursement.
- If monthly payments are being made, you should provide justification for which deliverables are being paid and when they are being paid.
OSP PSC Contract Template

https://www.doa.la.gov/doa/OSP/agency-resources/osp-professional-contracts/
Performance Evaluation R.S. 39:1569.1(B)

- Within sixty (60) days after completion of services, a performance evaluation is to be completed.

- Using agency has FULL responsibility for diligent administration and monitoring of contract.

- If your contract/amendment was approved by OSP, a copy MUST be sent to OSP.
LaGov SRM ePROCUREMENT

Tips

- PSC - Always have to start with a shopping cart
- You must fill in the LaGov Service Type
- Always click “Check” before you click “Order” to make sure there are no additional Red errors
- Click “Order” to send to OSP for review
Provide an academic achievement program to reduce the dropout population of Louisiana’s youth by keeping them actively engaged in an age appropriate educational setting that leads to a recognized high school exit, entry to a post-secondary education, and or the workforce.

Social Service
What Type of Service?

Provide sign language interpretation services to individuals who are hearing impaired.

Personal
Contractor will appraise the property and provide appraisal report within ten (10) business days.
What Type of Service?

Provide patient care oriented pharmacy services, including but not limited to proper drug dispensing and drug reaction handling. All drugs dispensed must be properly labeled with patient’s name, name of drug, directions for taking the drug and strength of the medication, number of units dispensed, and expiration date.

Professional
What Type of Service?

Record public meetings, depositions, sworn statements, investigative hearings, and administrative hearing and to transcribe such recordings an original and one copy of the transcription shall be due within fourteen (14) business days.

Personal (Court Reporter)
What Type of Service?

Provide independent living skills preparation and transitional services to youth 14-21 years of age who are in foster care or exit foster care due to an applicable reason. The services provided shall assist youth in the transition to self-sufficiency.
What Type of Service?

Provide physical therapy treatment to one patient only. Examine, evaluate, diagnose, and treat patient. Order lab tests, x-rays, or medical treatment as needed. Complete necessary progress notes in medical charts as required.

Personal
What Type of Service?

Provide legal counsel, advice and representation for the State of Louisiana.

Professional
Test Your Knowledge!

1. How to enter Professional service contracts in LaGov? As a purchase order or as a shopping cart?
2. What Revised Statute tells us the definition of Professional service?
3. What is one of the new professions added under Professional service?
4. When do you need to submit a performance evaluation?
5. Are professional service contracts competitive?
Quiz Answers

1. PSC always have to start with a shopping cart.
2. Revised Statute Title 39:1556 (42)
3. Pharmacist and Visiting Professors
4. Within sixty (60) days of completion of services
5. No
Office of State Procurement

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