Fundamentals of Professional Contracts
Objectives

- Discuss the different types of Professional Service Contracts
- Understand the importance of correct classification
Laws that Govern OSP – Professional Contracts (OSP-PC)

- Louisiana Constitution
- Louisiana Revised Statutes 39:1551-1755
- Louisiana Administrative Code Title 34, Part V
- Executive Orders
  - JBE 16-36 – Cooperative Endeavors
  - JBE 16-38 – Line Item Appropriations
  - JBE 16-37 – Hudson Initiative
  - JBE 16-55 – Emergency Procedures
Applicability of Law

All expenditures of public funds by the Executive Branch of the State, regardless of their source, must follow the laws that govern OSP-PC contracts.

- Some exemptions in law (RS 39:1554 & 39:1619)
Types of Contracts

- Professional
- Personal
- Consulting
- Social Services
- Interagency
- Intergovernmental
- Cooperative Endeavors
Professional – R.S. 39:1556 (42)

- Lawyers
- Doctors
- Dentists
- Psychologists
- Certified Advanced Practice Nurses
- Veterinarians
- Architects
- Municipal Advisors
- Engineers
- Land Surveyors
- Landscape Architects
- Accountants
- Actuaries
- Claims Adjusters
- Pharmacists
- Visiting Professors
Personal – R.S. 39:1556 (37)

- Graphic Artist
- Sculptor
- Musician
- Photographer
- Writer
- Handwriting Analyst
- Court Reporter
- Foreign Representative
- Expert Witness
- Paramedical
- Therapist
- Private Investigator
- Sign Language Interpreter
- Entertainers
- Expert Speaker
Consulting – R.S. 39:1556 (10)

- Management
- Finance (Banking Services)
- Revenue Enhancement (Claims Recovery)
- Planning
- Data Processing (IT)
- Advertising
- Public Relations
- Personnel
- Accounting
- Scientists
Social Services – R.S. 39:1556 (54)

1. Rehabilitation & Health Support
2. Habilitation & Socialization
3. Protection for Adults & Children
4. Improvement of Living Conditions & Health
5. Evaluation, testing, and remedial educational services

- Teen Pregnancy Prevention
- Louisiana Rehab Services
- Day care services
- Transportation services
- Victims of family violence
- Adoption services
Social Services – R.S. 39:1556 (54)

1. Rehabilitation & Health Support
2. Habilitation & Socialization
3. Protection for Adults & Children
4. Improvement of Living Conditions & Health
5. Evaluation, testing, and remedial educational services

- Energy Assistance / Weatherization
- Distribution of Food Commodities
- Identifying, Assessing and Evaluating Handicapped Children
- Development of Individualized Educational Programs for Disabled or Handicapped Children
Interagency Contracts – R.S. 39:1556 (30)

• Are between executive branch state agencies
• Must be submitted to OSP-PC for review
• Are exempt from RFP regardless of value, but must follow all other contract requirements
Intergovernmental Contracts – R.S. 39:1556 (24)

• Are between state agency and a political subdivision (local or federal)

• Are exempt from OSP review and approval under R.S. 39:1554 J.2 except for procurement of social services

• These agreements can be with police juries and other parishes, as well as other states
Cooperative Endeavor Agreements (CEA/CO-OP) – E.O. 16-36 & 16-38

- Must be sent to OSP-PC for approval
- Line Item Appropriation CEA’s must follow the format and guidelines on the OSP-PC website
Minimum Contract Requirements
R.S. 39:1625

- Beginning / Ending dates – real ones, not “shall begin on date of approval and extend for one year”
- Description of work & goals/objectives
- Maximum amount and schedule of payments to be made – negotiate clear payment terms so contractor knows how he can bill and when he can bill
- Itemized budget if cost reimbursement
- Deliverables
- Schedule of deliverables
- Performance Measures
Minimum Contract Requirements (continued)

- Monitoring Plan
- 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
Appropriate Approvals

- Civil Service
- Attorney General – Legal Services
- Office of General Counsel – Legal Services
- Legislative Auditor – for financial auditing services of state agencies
- Office of Telecommunications Management
- Appropriate Governing Board – Board of Regents, LCTCS
- Delegation of Authority – Agency’s signer must have authorization to sign
Attachments

- Signed BA-22 form
- Certification letter (if contract is greater than $5,000)
- Late letter – if submitted to OSP-PC more than 60 days after begin date of the contract
- Board Resolution (corporation)
- Disclosure of Ownership (for-profit corporation unless publicly traded)
- Certificate of Authority (for-profit, out-of-state corporation)
- Resumes for consultants
- Multi-year letter – for contracts that extend beyond 12 months
Performance Evaluation

What does RS 39:1569.1(B) Require?

• Within 60 days of completion of services, a performance evaluation is to be completed. This includes contracts/amendments approved under Delegation of Authority

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

• If your contract/amendment was approved by OSP-PC, a copy MUST be sent to OSP-PC. A performance evaluation must be submitted to OSP
Questions?
OSP Contact Information

Phone Number: 225.342.8010

DOA Professional Contracts Helpdesk
DOA-PCHelfdesk@la.gov

DOA Purchasing Helpdesk
DOA-OSPHelpdesk@la.gov
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