***DATE OF LETTER***

Mr. Tom Ketterer   
Director  
Office of State Procurement  
P.O. Box 94095  
Baton Rouge, Louisiana 70804-9095

RE: Justification for Multi-Year Contract

Dear Mr. Ketterer:

Please consider this justification for the Department of ***(department name)*** to enter into a multi-year contract with ***(contractor name)***. Funds for the first fiscal year of this Contract are available and payment and performance for subsequent fiscal years shall be subject to the availability of funds.

***(Describe the services and justify why this Contract should be extended beyond one year.)***

The estimated requirements covering the period of this Contract are reasonably firm and continuing and such a contract will serve the best interests of the State by encouraging effective competition or otherwise promoting economies in state procurement.

If further information is needed, please call ***(phone number)*.**

Sincerely,

***NAME OF PREPARER  
TITLE***