

Professional Contracts – Monthly Reporting

1. Why am I now required to report monthly instead of quarterly?

ACT 87 of 2015 requires OSP to report monthly to JLCB whether contracts it reviews are for a discretionary or non-discretionary purpose. In the past the reporting was only required on a quarterly basis.

2. When are monthly reports due and where should they be sent?

Monthly reports are due no later than 5 days after the month ends. Monthly reports should be submitted on the excel spreadsheet on our website via electronic submission to DOA-OSP-Reports@la.gov. (Please note the preceding _ (underscore).

3. What should I include in my monthly report?

The minimum amount of information to be provided is included on the Excel contract reporting template provided on this website.

4. Is there a certain format to be used for the monthly reporting?

We have created an Excel report format which will assist you with this requirement. [Click here to view sample Excel report format.](#)

5. How do I determine if a contract is discretionary or non-discretionary?

Non-discretionary contracts are those in which the State cannot realistically choose freely whether or not to procure the contractual goods/services. Because of one or more circumstances, the State is strongly obligated to immediately enter into a contract. For more information on classifying your contract refer to the following link: <http://www.doa.la.gov/osp/AgencyCenter/memos/2016/OSP16-03.pdf>.

6. How do I determine if the contract is professional, personal, consulting, or social services?

You can look on the website under the tab Agency Training Resources for the Guidelines that will help you in determining the type of contract.

7. Where can I locate the LaGov number for my contract?

The LaGov number will either begin with a 20 or 44, it is a ten digit number given to you when you enter the contract into LaGov.

8. How do I distinguish between special and regular delegation?

Regular delegation is less than \$20,000 and special is any other delegation granted to the agency.