

# YOUTH SERVICES POLICY

<b>Title:</b> Contract Process <b>Next Annual Review Date:</b> 07/14/2017	<b>Type:</b> A. Administrative <b>Sub Type:</b> 4. Contract Management <b>Number:</b> A.4.1
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<b>References:</b> LAC Title 34, Part III "Facility Planning and Control", Chapter 5 "Rental and Lease Procedure"; LAC Title 34, Part V "Procurement of Professional, Personal, Consulting and Social Services"; La. R.S. 39:1481, et seq; La. R.S. 39:1641 et al; "State Space Standards by Facility Planning and Control", 31 U.S.C., note, E.O. 12549, E.O. 12689, 48 CFR 9.404; ACA Standard 2-CO-1C-17 (Administration of Correctional Agencies); YS Policy Nos. A.4.2 "Standard Operating Procedures for Non-Secure Care Contract Providers" A.4.3 "Standard Operating Procedures for Providers of Female Residential Treatment Programs" and D.8.1 "Social Services and Prevention / Diversion Contract Monitoring"	
<b>STATUS: Approved</b>	
<b>Approved By:</b> <i>Mary L. Livers, Deputy Secretary</i>	<b>Date of Approval:</b> 07/14/2015

**I. AUTHORITY:**

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

**II. PURPOSE:**

To establish policy concerning the proper procedures for requesting and executing contracts between YS/Office of Juvenile Justice (OJJ) and approved vendors and Lessors.

**III. APPLICABILITY:**

Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Undersecretary, Chief of Operations, Deputy Assistant Secretary, General Counsel, Regional Directors, Facility Directors and Regional Managers, and the YS Office of Management and Finance (OMF).

The YS OMF shall be responsible for the development, processing, technical compliance monitoring and maintenance of all OJJ contracts and leases.

**IV. DEFINITIONS:**

Refer to the Chapter 5 - Terminology section of the "YS OMF Policy and Procedures Manual" (see attachment).

**Subject Matter Expert (SME)** – An individual assigned by the State to assist and answer questions throughout the RFP process.

**V. POLICY:**

It is the Deputy Secretary's policy that all personnel who are responsible for procuring services and occupying space in a privately-owned building through the contract process ensure uniformity and accountability for contractual and leasing services in accordance with LAC Title 34, Part III and Part V.

**VI. PROCEDURES:**

A. Contract Request

1. A Request for Proposal (RFP) is required for Consulting Services contracts for \$50,000 or more, and for Social Services contracts for \$250,000 or more.
  - a. A Unit Head requesting services shall prepare the scope of services and determine timeframes for contracts.
  - b. All RFPs shall be submitted in accordance with the YS OMF Policy and Procedures Manual.
2. All other contracts do not require an RFP, however, shall require the completion of a Contract Request Form [see Attachment A.4.1 (a)]. These forms shall be forwarded to the Undersecretary for approval to proceed.
3. A Unit Head requesting services shall prepare the scope of services and determine timeframes for contracts. These contracts shall be prepared according to the YS OMF Policy and Procedures Manual.
4. The Program Consultant shall verify potential vendors with the federal Excluded Parties List System (EPLS) to disseminate information on parties that are excluded from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for Non-procurement suspension and debarment. The same process shall be done on a monthly basis to verify compliance for awarded contract holders.
  - a. For contracts requiring an RFP, this process shall be done by the Program Consultant after receiving accepted proposals.

- b. For contracts not requiring an RFP, this process shall be done by the Program Consultant upon receiving the contract requests.
  - c. Any vendor appearing on the EPLS report shall not be granted a contract until their name has been removed from the system.
  - d. Vendors of executed contracts that appear on the EPLS report shall be provided 30 days to establish eligible status before cancellation of contract.
5. Requests are checked by Subject Matter Expert (SME) for accuracy and processed through the appropriate reviewers and approvers according to the YS OMF Policy and Procedures Manual before required signature of the Deputy Secretary/designee, and final entry into Supplier Relationship Management (SRM) LaGov.
- a. If contract is \$20,000 or less, it shall be considered fully executed. Payment invoices shall then be forwarded to appropriate vendors.
  - b. If contract is \$20,001 or more, it shall require a final approval by the Division of Administration (DOA), Office of Contractual Review before payment invoices are forwarded to appropriate vendors.
  - c. If contract is terminated prior to the expiration date by either party, the appropriate documentation (i.e. termination letters, performance evaluations, etc.) shall be forwarded according to YS OMF Policy and Procedures Manual, and SRM LaGov shall be updated accordingly.

**B. Leases**

1. Regional Offices occupying building spaces leased to the OJJ shall be notified by the Department of Public Safety (DPS) OMF Liaison of the lease expiration date one (1) year in advance.
- a. For leases of space under 5,000 sq ft., the Regional Manager of the respective location shall seek three (3) possible rental locations within their region and obtain written rental quotes from the lessors, to include the current lessor if planning to remain at current location. Floor plans shall be obtained and the RL-2A form (see attachment) shall be completed by the Regional Manager and returned to the DPS/OMF Liaison.
  - b. For leases of space over 5,000 sq ft., the Regional Manager of the respective location shall complete the RL-2B form (see attachment) according to the YS OMF Procedures Manual, through the YS OMF Procedures Manual, through the DOA, Office of Facility Planning and Control (FP&C), unto execution of lease.

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2. The DPS/OMF Liaison shall establish lease records in SRM LaGov.
  3. The DPS Liaison shall review and finalize the respective RL-2 (A or B) form and submit to FP&C.
    - a. If any established contract needs to be amended by FP&C, the DPS/OMF Liaison shall be notified. The DPS/OMF Liaison shall then notify the DPS/OMF to update SRM LaGov accordingly.
- C. Performance Evaluations
1. Each contract shall have a Performance Evaluation completed by the Contract Monitor no later than 60 days after expiration date. **THIS MUST BE DONE EVEN IF THE CONTRACT IS A RENEWAL.**
  2. Evaluation forms shall be accessed in Lotus Notes database.
    - a. Open **YS Contract Maintenance on HQ.** [YS Contract Maintenance](#) (Hold "CTRL" key and click on link.)
    - b. Select **Performance Evaluation** from the list of available Viewing Options.
    - c. Select proper contract to evaluate. Complete, sign and forward the Evaluation to Contract/Grants Reviewer for processing.
- D. Pursuant to guidelines established in YS Policy No. D.8.1, the flowchart titled "Contract Monitoring" (see attached) provides clarification of the monitoring process to assist the assigned Contract Monitor in ensuring that youth safely receive effective and efficient high quality services while assigned to community based treatment programs under contract with YS/OJJ.

**Previous Regulation/Policy Number:** A.4.1  
**Previous Effective Date:** 03/27/2012

**Attachments/References:**

July 2015.docx



A.4.1 (a) Contract Request Form -

(Contracts Leases) 2015 06-29-15.docx



OMF Manual - Chapter 5

5000).docx



RL-2A Form (For Leases under

RL-2B (For Leases Over 5000) (3).doc



A.4.1 Flowcharts 2015.pptx