YOUTH SERVICES
POLICY

Title: Contract Process	**Type:** A. Administrative **Sub Type:** 4. Contract Management **Number:** A.4.1
	Page 1 **of** 4
References: 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 Contract Providers" A.4.3 "Standard Operating Procedures for Female Intensive Residential Treatment Providers" and D.8.1 "Social Service Contract Monitoring"	
STATUS: Approved	
Approved By: *James Bueche, Ph.D., Deputy Secretary*	**Date of Approval:** 09/07/2017

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, Executive Management Advisor, 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 OJJ Contracts Management and Procedures Manual (see attachment A.4.1 (b)).

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 OJJ Contracts Management 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 OJJ Contracts Management 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 OJJ Contracts Management and Procedures Manual before required signature of the Deputy Secretary/designee, and final entry into Supplier Relationship Management (SRM) LaGov.

a. If contract is $2,000 or less, it shall be considered fully executed. Payment invoices shall then be forwarded to appropriate vendors.

b. If contract is $2,001 or more, it shall require a final approval by the Division of Administration (DOA), Office of State Procurement 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 OJJ Contracts Management 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 OJJ 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 OJJ 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 OJJ Contracts Management and Procedures Manual, through the OJJ Contracts Management and Procedures Manual, through the DOA, Office of Facility Planning and Control (FP&C), unto execution of lease.

2. The OJJ Liaison shall establish lease records in SRM LaGov.

3. The OJJ 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 OJJ Liaison shall be notified. The OJJ 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 OJJ.

Previous Regulation/Policy Number: A.4.1
Previous Effective Date: 07/14/2015
Attachments/References: A.4.1 (a) Contract Request Form - July 2015.docx
A.4.1 (b) OJJ Contracts Management and Procedures Manual.Sept 2017.docx
RL-2A Form (For Leases under 5000) revised 01 2016.doc
RL-2B Form (For Leases over 5000) revised 01 2016.doc
A.4.1 Flowcharts 2017.pptx

The Contract Request Form is composed of information required to initiate a contract for services. Questions contain drop-down menus for easy selection, blanks to fill in with text, definitions and examples.

The sections to be completed are numbered I, II, III, etc.

To access the information of the drop-down menus, click anywhere in the box to see the possible selections. Clicking on your selection will complete the appropriate blank.

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Contracts types most widely used by OJJ are:

Consulting Contracts - Work, other than professional, personal, or social service, performed by an independent contractor who possesses specialized knowledge, experience, and expertise to investigate problems and provide counsel, analysis, or advice in formulating improvements.

Personal Contracts - Work rendered by individuals which requires use of creative or artistic skills, such as graphic artists, sculptors, musicians, photographers, writers, etc.

Professional Contracts - Work rendered by an independent contractor with a professed knowledge of an area of learning or science, such as lawyers, doctors, dentists, architects, engineers, etc.

Social Service - Work rendered by a person, firm, corporation, organization, or government body in furtherance of the general welfare of the citizens of Louisiana.

I. TYPE OF CONTRACT REQUESTED: Personal

II. CONTRACTOR INFORMATION:

NAME: _____

ADDRESS: _____

PHONE: _____

E-MAIL: _____

FAX: _____

III. CONTRACT AMOUNT: _____ Enter maximum contract amount.

Scope of Services *must include a description of specific goals and objectives, deliverables performance measures, and monitoring plan while answering the questions of who, what, why, where, and when.*

Below are ***samples*** *of actual contract sections which provide examples of information which collectively comprise a Scope of Services.*

Purpose of the Contract*:* The purpose of this contract is to provide sex offender treatment to 5 youths in secure care facilities who are transitioned to residential settings or the community or in the community and transitioned to Boys Village.

Goals and Objectives*:* *Contractor* will provide individual therapy one (1) hour monthly to youths who complete sex offender treatment in secure-care facilities and who are transitioned to residential settings or the community. The therapy will focus on relapse prevention.

Outcome Measures: 75% of youths recommended for sex offender treatment will successfully complete the program as evidenced beyond of treatment appraisal and report.

Monitoring: Standard language is "The Regional Program Specialist is the Contract Performance Coordinator for this contract and is responsible for the monitoring and liaison functions, reviewing reports and other indicia of performance."

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IV. Purpose of Contract:

V. Goals and Objectives:

VI. Outcome Measures:

VII. Monitoring:

V. LOCATION OF REQUESTED SERVICES: Select Location of Services. Please select the location code from the drop-down menu of the location/region/facility in which the services will be provided.

VI. **LENGTH OF CONTRACT:** Select Length of Contract Please provide the timeframe in which the services of the contract will be utilized. The maximum contract term is currently three (3) years.

VII. **BEGIN DATE**: Click here to enter a date. Please provide the desired begin date of the contract services (when the services will be provided).

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PAYMENT TERMS: Payment terms determine how the provider will be paid for the services rendered. The choices of payment are briefly described below:

Actual Reimbursement - Provider will only be paid for actual expenditures incurred and supported by the submission of documentation, i.e. cancelled checks, copies of invoices, etc.

Unit of Services/Fee Schedule - Are billed based on a uniform measure of service delivery such as hours, sessions, days, etc. supported by the submission of documentation, i.e. Sign-in sheets, timesheets, etc.

Per Diems - Are arrived at by taking the program budget and allocating it evenly to each day of service. This type of reimbursement requires the submission of sign-in sheets with invoices showing daily attendance, in addition to an approximate number of slots to be provided.

VIII. **Payment Terms** Please Select Payment Terms:

IX. **Number of Slots:** _____, if applicable.

X. **PER DIEM:** _____, if applicable.

XI. **PERFORMANCE MEASURES:** Please provide specific measurable criteria by which the provided services will be evaluated.

SPECIAL INSTRUCTIONS:

REQUESTED BY: DATE:

CONTRACT REVIEWER: DATE:

CONTRACTS MANAGEMENT

1.1 Terminology
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1.1 Terminology

When used in this policy, the words defined in this Section shall have the meanings set forth below unless the context in which they are used clearly requires a different meaning or a different definition as prescribed for a particular part or provision.

Amendment – Any formal, legal document which effects any change to an established contractual agreement.

BA-22 – Budget form that provides funding and budgetary information affecting the contract as well as the agency's overall contract budget.

Bid Specs – Document prepared and provided by Facility Planning and Control derived from the information submitted to them by OJJ on an RL-2B form. This document describes and outlines the space being requested by the agency, defines the responsibilities of the lessor and OJJ, etc.

Budget Unit Head - The appropriate administrators who authorize the contract (Deputy Secretary, Undersecretary, Deputy Undersecretary, Assistant Secretary, Deputy Assistant Secretary, and all Facility Directors).

Business – Any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture, or any other legal entity through which business is conducted.

Case-by-Case Services – Personal, professional or social services arranged on an individual basis (i.e., emergency medical care, psychiatric evaluations) do not require a contract as provided by LA R.S. 39:1482(F).

Central Office – The centralized administrative offices of the Office of Juvenile Justice.

Competitive Bid – A sealed bid opening process in which the receipt of bids are protected from inspection prior to bid opening.

Competitive Negotiation – Negotiate for a contract through a Request for Proposal (RFP) process or any other similar competitive selection process.

Compliance – To conform to the terms and conditions of a contract.

Consulting Services - Work, other than professional, personal, or social service, rendered by either individuals or firms who possess specialized knowledge, experience, and expertise to investigate assigned problems or projects and to provide counsel, review, design, development, analysis, or advice in formulating or implementing programs or services, or improvements in programs or services, including but not limited to such areas as management, personnel, finance, accounting, planning, data processing, and advertising contracts, except for printing associated therewith.

The term "consulting service" includes the procurement of supplies and services by a contractor without the necessity of complying with provisions of the Louisiana Procurement Code when such supplies and services are merely ancillary to the provision of consulting services under a contingency fee arrangement, even though the procurement of such supplies or services directly by a governmental body would require compliance with the Louisiana Procurement Code. Supplies or services ancillary to the provision of consulting services are those supplies or services which assist the contractor in fulfilling the objective of his contract when the cost for such supplies and services is less than the cost of providing consulting services, as determined by the using agency.

Consulting Service contracts in excess of $49,999 must be procured through a Request for Proposal process in accordance with LA R.S. 39:1503. Consulting Service contracts with a total maximum amount of $140,000 or more may be entered into with the assistance of a procurement support team.

Contract – Every type of state agreement, including orders and documents purporting to represent grants, which are for the purchase or disposal of supplies, services, construction, or any other item. It includes awards and notices of award; contracts of a fixed price, cost, cost-plus-a-fixed-fee, or incentive type; contracts providing for the issuance of job or task orders, and letter contracts. It also includes contract modifications with respect to any of the foregoing.

Contract Performance Coordinator – For professional, personal and consulting services: the administrative officer of the program designated by the Budget Unit Head to monitor contractor's performance, verify hours worked and track contract monetary limits. For social services: a person designated by the Budget Unit Head to assist the Central Office with contract development, review, negotiation and coordination of performance and technical compliance. The Contract Performance Coordinator for all contracts shall be responsible for monitoring the contract and for final acceptance of the contract deliverables.

Contractor – Any person having a contract with a governmental body.

Cooperative Endeavor – Any form of economic development assistance between and among the state, its local governmental subdivisions, political corporations, public benefit corporations, the United States or its agencies, or any public or private association, corporation, or individual. The term "cooperative endeavor" shall include but not be limited to cooperative financing, cooperative development, or any other form of cooperative economic development activity.

Cost-Reimbursement Contract - A cost-reimbursement contract is one in which the contractor receives no fee and is reimbursed for an agreed portion of its incurred allocable, allowable and reasonable costs.

Data – Recorded information, regardless of form or characteristics.

Designee - A duly authorized representative of a person holding a superior position.

Diversion – A program that gives a first time youth of lesser crimes an opportunity to perform community service, to make restitution for damage due to the crime, obtain treatment for alcohol or drug problems and/or counseling for antisocial or mentally unstable conduct.

Electronic Monitoring Program – Program which provides high level of supervision to youth while in their own homes by means of electronic surveillance.

Emergency Procurement – A situation which creates a threat to public health, welfare or safety such as may arise by reasons of floods, epidemics, riots, equipment failures, or such other reasons as may be proclaimed by the Commissioner of Administration. The existence of such condition creates an immediate and serious need for supplies, services, or major repairs that cannot be met through normal procurement methods and the lack of which would seriously threaten: a) the functioning of Louisiana government; b) the preservation or protection of property; or, c) the health or safety of any person.

An emergency situation must be determined in writing by the Director of State Procurement, Division of Administration, or their designee. The using agency which requests an emergency procurement must indicate in writing the basis of the emergency.

Employee – An individual drawing a salary from a governmental body, whether elected or not, and any non-salaried individual performing personal services for any governmental body.

Equipment - Tangible non-consumable movable property with an acquisition cost of $1,000 or more and having a useful life of more than one year (for contracts only).

Evening Program – After-School/Evening supervisory program which provides community supervision and structured services for youth. Services may include educational, counseling, recreation and job search skills.

Extract of Lease/Option/Amendment – One-page form prepared by Facility Planning and Control that summarizes the terms of the lease, option and/or amendment. This one-page document is frequently used as a recordation tool by the lessors.

Facility Planning and Control – This is the Division of Administration, Facility Planning and Control Section.

Fixed-Price Contract - The fixed-price contract is characterized by determining a total price, which is payable upon the completion of the service. This type of contract may be used in conducting a program evaluation and upon delivery of the final report, the contractor is paid the full fee or price. OJJ may request detailed financial data necessary to aid in contract negotiations.

Foster Care – Program which provides long term care to juveniles in the home of professionally trained surrogate parents.

Governmental Body - Any department, commission, council, board, office, bureau, committee, institution, agency, government, corporation, or other establishment of the executive branch of this state.

Governmental Entity – Any governmental unit which is not included in the definition of "governmental body."

Grant – The furnishing by the state of support, whether financial or otherwise, to any person for assistance in carrying out a program authorized by law. It does not include an award an award whose primary purpose is to procure an end product, whether in the form of supplies, services, or construction. An agreement resulting from such an award is not a grant but a procurement contract.

Halfway House - Program which provides structured residential services and serves as a transition for youth between institutional or residential placement and return to the community.

In-Home Program – Program which provides family and/or individual focused supervision and/or counseling services to youth and/or their families in their home.

Interagency Agreement – Any contract in which each of the parties thereto is a State governmental body.

Intergovernmental Agreement – Any contract in which one of the parties is a State agency and the other party is a non-State governmental entity (i.e., federal agency or local governmental agency).

Lease – A legally binding contractual agreement between a state agency and a private building owner to house a section of OJJ for a specified period of time for a specified sum of money and defining specific responsibilities of each.

Lessee – OJJ leasing space from a private building owner.

Lessor – A building owner providing space to OJJ by means of a lease agreement.

Monitor – An OJJ employee assigned to review program effectiveness, compliance with contract provisions and accepted standards and public policy or state law.

Multi-Year Contracts – Contracts which exceed 12 months. Personal, professional, consulting and social service contracts shall not exceed three (3) years in accordance with LA R.S. 39:1514. Except, however, contracts with non-state providers for services to juvenile youth assigned to the Office of Juvenile Justice, and/or to their families, shall not exceed a term of five (5) years without renewal and renegotiation in accordance with LA

15:1087. BA-22 forms are to be prepared and submitted to the DOA/Office of State Procurement for each year of a multi-year contract.

Negotiation - The formulation of a contractual relationship without the necessity of competitive bidding or by a request for proposal process as set forth in this policy and in La. R.S. 39:1494-96.

Non-compliance – Failure to meet the terms of the contract.

OSP – Office of State Procurement, Division of Administration. OSP is used throughout this manual to distinguish between OJJ's Contracts Management Division and the Division of Administration.

Performance - To function in accordance with the service requirements of the contract.

Performance Compliance - Conformance to OJJ's programmatic expectations of the effectiveness and efficiency of the service delivery as defined by contract performance standards (e.g., staff qualifications, housing, security).

Performance Evaluation – A final report on the contract which shall include an evaluation of contract performance and an assessment of the utility of the final product. In accordance with LA R.S. 39:1500(A), this report shall be delivered to the Director of the Office of State Procurement within sixty days after completion of performance and shall be retained in the official contract file. For contracts of $250,000 or greater, the performance evaluation also must be submitted to the Legislative Auditor.

Person – Any business, individual, union, committee, club or other organization or group of individuals.

Personal Service – Work rendered by individuals which requires use of creative or artistic skills, such as but not limited to graphic artists, sculptors, musicians, photographers, and writers, or which requires use of highly technical or unique individual skills or talents, such as but not limited to para-medicals, therapists, handwriting analysts, foreign representatives, and expert witnesses for adjudications or other court proceedings. A "foreign representative" shall mean a person in a foreign country whose education and experience qualify such person to represent the state in such foreign country. Contracts for personal services may be entered into without a request for proposal process regardless of the amount.

Plans – Floor plans of space to be leased.

Positions – Any position occupying space in an office regardless of type. This includes classified and unclassified paid employees, student workers, interns, volunteer workers, etc.

Prevention and Diversion Program – Program which provides non-residential crime prevention services and/or diversion programs within the community. Services may include education, recreation and family/individual counseling.

Procurement – The purchasing, buying, renting, leasing, or otherwise obtaining of any professional, personal, consulting or social service, real estate leasing or any combination of these services. It also includes all functions that pertain to the obtaining of service, including description of requirements, selection and solicitation of sources, preparation, award of contract, and all phases of contract administration.

Professional Service - 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 any art founded on it, which independent contractor shall include, but not be limited to lawyers, doctors, dentists, psychologists, certified advanced practice nurses, veterinarians, architects, engineers, land surveyors, landscape architects, accountants, actuaries, and claims adjusters.

For contracts with a total compensation of $50,000 or more, the definition of "professional service" shall be limited lawyers, doctors, dentists, psychologists, certified advanced practice nurses, veterinarians, architects, engineers, land surveyors, landscape architects, accountants, actuaries, claims adjusters, and any other profession that may be added by regulations adopted by the Office of State Procurement of the Division of Administration.

Program – A defined, specific scope of services to be provided.

Programmatic Compliance – Documentation of conformance to the provision of services required by the contract.

Regional Office – A probation and parole office of Youth Services.

Regions:
Region 1- Jefferson, Orleans, Plaquemines, St. Bernard
Region 2 - E. Baton Rouge, E. Feliciana, Iberville, W. Baton Rouge, Pointe Coupee, W. Feliciana
Region 3 - Livingston, St. Helena, St. Tammany, Tangipahoa, Washington
Region 4 – Ascension, Assumption, Lafourche, St. Charles, St. James, St. John the Baptist, Terrebonne
Region 5- Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin, St. Mary, Vermillion
Region 6 – Allen, Beauregard, Calcasieu, Cameron, Jefferson Davis
Region 7 – Avoyelles, Catahoula, Concordia, Grant, LaSalle, Rapides, Vernon, Winn
Region 8A – Bienville, Bossier, Caddo, Claiborne, Jackson, Webster
Region 8B – DeSoto, Natchitoches, Red River, Sabine
Region 9A – Caldwell, Lincoln, Morehouse, Ouachita, Union
Region 9B – E. Carroll, Franklin, Madison, Richland, Tensas, W. Carroll

Renewal Option – An option written into a lease agreement allowing the extension of the lease for a specified period of time.

Request for Proposal – An official solicitation for proposals to supply any service that would be subject to the provisions of La. R.S. 39:1481-1526 and this manual.

Residential Facility – Any place, facility or home operated by an institution, society, provider, corporation, person or persons or any other group to provide full-time care (24 hour residential care) for four (4) or more children under the age of 18 years who are not related to the operators, and whose parents or guardians are not residents of the same facility, with or without transfer of custody.

RL-2A – Request for Lease form to be used to request the lease of space less than 5,000 square feet. (See Exhibit 5.2)

RL-2B – Request for Lease form to be used to request the lease of space more than 5,000 square feet. (See Exhibit 5.3)

Services – The rendering, by a contractor, of time and effort, rather than the furnishing of a specific end product, other than reports which are merely incidental to the required performance of service.

Shelter Program - Program which provides short-term emergency residential placement for juveniles in need of care who are awaiting a more long-term placement.

Small Purchases – Small purchases of professional, personal, consulting and social services are defined as purchases not exceeding twenty thousand dollars, which may be made in accordance with small purchase procedures promulgated by the Office of State Procurement. OJJ has delegation of authority from the Office of State Procurement to approve contracts of $2,000 and less.

Social Service - Work rendered by a person, firm, corporation, governmental body or governmental entity in furtherance of the general welfare of the citizens of Louisiana, including, but not limited to:

- Rehabilitation and Health Support
- Habilitation and Socialization
- Protection for Adults and Children
- Improvement of Living Conditions and Health
- Evaluation, Testing and Remedial Educational Services for Exceptional Handicapped or Learning Disable Non-public School Students

Contracts for social services in excess of $249,999 must be procured through a Request for Proposal process.

Sole Source Procurement – A contract may be awarded for a required supply, service or major repair without competition when, under regulations, the chief procurement officer /designee above the level of procurement officer determines in writing that there is only one source for the required supply, service, or major repair item.

Standard Operating Procedures – Procedures adopted by OJJ for contractors that establish guidelines for services to youth who are in the care and custody of OJJ. Where OJJ determines that any area of contractor's operation is not covered by applicable laws, regulations or standards, OJJ will establish standard operating procedures which will be used to measure contract performance.

Subcontractor – Individual or firm who assumes some of the obligations of the primary contractor via a contract. OJJ does not have direct contractual relationship with the individual or firm performing that portion of the program. Subcontracts must be approved in writing by the Deputy Secretary/designee. All subcontracts shall be subject to the same clauses required by law and by the primary contract.

Substance Use Disorder–A pattern of substance (drug) use leading to significant problems or distress such as failure to attend school, substance use in dangerous situations (driving a car), substance-related legal problems, or continued substance use that interferes with friendships and or family relationships.

Technical Compliance - Formal documentation of conformance to procedural and regulatory requirements of the contract.

Termination – Ending a contract/lease agreement prior to the established ending date. This must be done in writing and usually requires 30 days advance notice of contract termination.

Trackers Program – Intensive supervisory program which provides highly structured surveillance and support services to youth adjudicated delinquent.

Training and Staff Development - Any type of financial agreement for instruction, education or coaching of employees of OJJ or employees of contracted providers (if OJJ is a party to the agreement). This includes agreements with experts or professionals who possess specialized knowledge and experience or skills whether they are independent vendors, consultants or attached to schools or universities. No contract is required if staff attends training outside staff offices in a facility provided by a vendor and the training is available to the public.

Unit-Cost Contract - A unit-cost contract is one in which the contractor is paid by the unit of service. A unit cost is established in the contract and the contractor simply bills OJJ for the number of units provided. A contractor is paid rather than reimbursed because "paid" indicates that the contractor can earn a profit and, if OJJ accepts the offered price, it accepts the contractor's profit. In general, audits are not imposed on unit-cost contracts. OJJ may request detailed financial data necessary to aid in contract negotiations.

1.2 Contracts Management Overview

1.2.1 Contracts Legislation/Regulations:

LA R.S. 33:9020 et. al. – Cooperative Economic Development (Cooperative Endeavors)

LA R.S. 39:1481 et. al. – Professional, Personal, Consulting and Social Services Procurement

LA R.S. 39:1641 et. al. – Acquisition of Housing Space

LAC 34, Part III, Chapter 5 – Rental and Lease Procedure

LAC 34, Part V. Procurement of Professional, Personal, Consulting and Social Services

YS Policy No. A.4.1, Contract Process

1.2.2 Purpose

Contracts Process outlines the procedures for processing social, personal, professional, and consulting services contracts; cooperative endeavor agreements; and real estate leases.

These policies and procedures apply to all Budget Unit Heads in need of contractual services. This manual was developed to:

1. Convey contract policies and objectives to all employees;
2. Outline practices and procedures to be followed;
3. Gain benefits from standardization and centralization; and
4. Ensure uniform conduct with respect to contracts.

This contract manual contains instructions regarding basic policy, procedure and practice for the procurement of contractual services, and leases. This manual was created with the intent of providing operating instructions but does not replace management in determining needs. The term "contract" is used throughout this document; however, these same procedures apply to any amendment to a contract.

These instructions will provide guidance to personnel who participate in the actions and decisions relating to procurement of services and for all other personnel who are involved in the process whether by dealing directly with the contractor, monitoring the contractor's performance or payment of services.

The first step in obtaining a contract is to identify the type of service being proposed and the category in which it fits. The basic types of contracts are: Personal Services, Professional Services, Consulting Services, Social Services, Interagency Agreements, Intergovernmental Agreements, Cooperative Endeavor Agreements and Leases.

1.2.3 Common Types of Services Contracted

DPS&C-OJJ routinely contracts the following types of social services:

- Child Residential; Maternity/Parenting; Child Placement: Any place, facility or home operated by any institution, society, agency, corporation, person or persons or any other group to provide full-time care (24 hour residential care) for four (4) or more children under the age of 18 years who are not related to the operators, and whose parents or guardians are not residents of the same facility, with or without transfer of custody.

- Community Reintegration: Services that prepare juveniles placed out of home for reentry into the community by establishing the necessary collaborative arrangements with the community to ensure the delivery of prescribed services and supervision. A comprehensive reintegration process typically begins after sentencing, continues through physical/legal custody of youth and into the period of release back to the community. It requires the creation of a seamless set of systems across formal and informal social control networks as well as the creation of a continuum of community services to prevent the reoccurrence of antisocial behavior.

- Counseling Programs: Programs provided by community agencies, organizations, local courts, individuals or groups that are designed to intervene with youth and families through counseling, mentoring, monitoring, education, etc. when the youth is in danger of being removed from the home or becoming seriously involved in the juvenile justice system due to inappropriate or criminal behavior.

- Drug Court Programs: Programs provided by local courts, often in collaboration with community agencies that are designed to intervene with youth and families through counseling, mentoring, monitoring, education, etc. when the youth is in danger of being removed from the home or becoming seriously involved in the juvenile justice system due to inappropriate or criminal behavior.

- Education: School curriculums designed to teach students in different areas of learning.

- Job Training: Provides on the job training to various educational programs.

- Medical/Dental/Mental Health – OJJ has contracts with the Correct Care Solutions (CCS) to provide most medical, dental and mental health services to youth at the secure facilities.

- Mentor/Tracker: The mentor/tracker program is designed to allow juvenile youth to remain in their homes and engage in typical adolescent activities such as attending school, maintaining a job, etc. while being closely monitored (either electronically and/or by frequent staff contacts) to ensure that they are complying with the conditions set by the court. In addition, the youth are paired with an adult

mentor who makes daily contact and is responsible for supporting the development of healthy individuals by addressing the need for positive adult contact and, thereby, reducing risk factors (e.g., early and persistent antisocial behavior, alienation, family management problems, and lack of commitment to school) and enhancing protective factors (e.g., healthy beliefs, opportunities for involvement, and social and material reinforcement for appropriate behavior).

- Prevention/Diversion Program: Programs provided by community agencies, organizations, individuals or groups that are designed to intervene with youth and families through counseling, mentoring, monitoring, education, etc. when the youth is in danger of being removed from the home or becoming seriously involved in the juvenile justice system due to inappropriate or criminal behavior.

- Shelter: A person, group, or organization operating one or more facilities established for the purpose of providing 24-hour emergency shelter care on a regular basis to children under age 18. Children are considered candidates for emergency shelter care when they are in danger of abuse or severe neglect or when they are abandoned either purposely or by events beyond the control of their caretaker. Children shall not be retained more than 45 days in emergency shelter care. There can be two renewals of 30 days each by written agreement between the emergency shelter and the placing party.

- Transitional Youth Residential Services: Any communal or supervised independent living arrangement existing for the primary purpose of providing care for at least two (2), but less than 20, youth living in individualized apartments units, alone or jointly with other youth, under the supervision, custody or control, directly or indirectly, of the state.

OJJ also routinely contracts the following types of professional, personal and consulting services:

- Arts Instructors for Youth
- Consultants
- Pharmacists
- Psychologists
- Public Relations
- Social Workers
- Staff Development

1.2.4 Cooperative Endeavors

Cooperative endeavors are defined as any form of economic development assistance between and among the state, its local governmental subdivisions, political corporations, public benefit corporations, the United States or its agencies, or any public or private association, corporation, or individual. The term “cooperative endeavor” shall include but not be limited to cooperative financing, cooperative development, or any other form of cooperative economic development activity.

Cooperative endeavor agreements require a special format provided by OCR and are only utilized for line item appropriation agreements.

1.2.5 Leases

Leases are handled by the Office of Juvenile Justice Liaison. The OJJ Liaison obtains and monitors building leases for OJJ. This entails the acquisition of space in privately-owned buildings to house offices of OJJ in areas where there is no adequate state-owned space available. These policies and procedures would also apply for the leasing of warehouse space should the need arise.

All matters pertaining to the acquisition and leasing of space for OJJ are to be handled through DPS/OMF, and then through the Division of Administration, Facility Planning and Control Section.

1.3 Contracts Management Procedures

1.3.1 Contracts and Cooperative Endeavor Agreements

1.3.1.1 Contracts Requiring a Request for Proposal

Requests for Proposals are required for Consulting Service contracts for $50,000 or more, and for Social Service contracts for $250,000 or more. These requests shall be processed in accordance with the attached contract flowcharts. (# 1 RFP Process, # 2 Bid and Review Selection, # 3 Contract Execution – Part I)

1.3.1.2 Contracts and Cooperative Endeavor Agreements Not Requiring a Request for Proposal

All contracts for $1,000 or less and consulting contracts for $50,000 or more and for Social Services contracts for $250,000 or more. These requests shall be processed in accordance with the attached contract flowchart. (#4 Contract Execution – Part II)

1.3.1.3 Contract Termination

Contracts terminating prior to the expiration date by either party shall be processed in accordance with the attached contract flowchart. (#6 Contract Termination)

1.3.1.4 Leases with Renewal Options

Responsibility	Action
OJJ Liaison	1) Notifies Regional Managers of impending lease expiration dates approximately one (1) year in advance of the expiration date. This notification will include the following: a) Date lease is due to expire; b) Availability of renewal option; c) Request for recommendation of action (proceed with renewal, seek space elsewhere, etc.);

d) Request for list of any unsatisfactory conditions which need to be addressed by the Lessor prior to lease renewal;
e) Request for list of current employees with their job titles;

2) Updates database records throughout process.

Regional Manager

1) Provides the following information to the OJJ Liaison
   a) Recommendation regarding whether or not to exercise the renewal option;
   b) List of unsatisfactory conditions with their building/area that needs to be corrected, if applicable, prior to renewing their lease;
   c) List of current employees with their job titles if lease is to be renewed. List should include any vacant funded positions, as well as volunteer and/or student workers and interns.

OJJ Liaison

1) Reviews the list of unsatisfactory conditions and determines which items are the responsibility of the lessor;
2) Prepares a letter to the lessor for the signature of the Deputy Secretary/designee advising of the intent to renew the lease and requesting corrective action for the unsatisfactory conditions that are within the scope of the lease ;
3) Forwards a copy of the letter to the Regional Manager, Deputy Undersecretary, and Facility Planning and Control.

Regional Manager

1) Advises OJJ Liaison of progress or lack of progress of correction actions.

OJJ Liaison

1) Works with Regional Manager, lessor and Facility Planning and Control to resolve issues with correction actions;
2) Obtains signature of the Deputy Secretary/designee on the Extract of Option forms;
3) Forwards the signed Extract of Option forms and the current list of positions to Facility Planning and Control with a request that they proceed with exercising the option to renew the lease;
4) Upon receipt of fully executed option renewal documents from Facility Planning and Control,

distributes copies to the Regional Manager and Deputy Undersecretary;

5) Establishes lease record in CFMS.

1.3.1.5 Leases Under 5,000 Square Feet

Responsibility	Action
OJJ Liaison	1) Notifies Regional Managers of impending lease expiration dates approximately one (1) year in advance of the expiration date. This notification will include the following: a) Date lease is due to expire; b) RL-2A Form for completion; c) Copy of State Space Standards by Facility Planning and Control; d) Instructions to obtain three (3) different potential rental spaces within their region. (This can include their current lessor if they wish to remain at their current location.); e) Instructions to complete the RL-2A form describing the selected property; f) Instructions to obtain a floor plan of the selected property; g) Deadline for submittal of these documents to DPS; 2) Establishes and updates database records throughout process.
Regional Manager	1) Seeks out three (3) possible rental locations within their region and obtains written rental quotes from the lessors. This must be completed even if they wish to remain in their current location, and a written quote will be required of their current lessor as one of the three (3) required quotes. The written quotes should indicate the quoted rental rate, length of term they are willing to lease space and date space will be available for occupancy. 2) Obtains a set of 1/4” or 1/8” scale floor plans of the selected space from the lessor; 3) Completes the RL-2A form describing the space selected and listing ALL positions within the region; 4) Prepares justification letter explaining the selection of the requested site; 5) Provides the above to the OJJ Liaison on or before the stipulated deadline.

OJJ Liaison	1)	Reviews the packet for: a) Inclusion of all required documents; b) Accurate completion of RL-2A form; c) Conformance with the space standards established by Facility Planning and Control; d) Reasonableness of rental rate for the area; e) Suitability of site justification.
	2)	Forwards RL-2A form to the IT Director for review / approval of the telecommunications language;
	3)	Forwards RL-2A to the Deputy Undersecretary for approval of the rental rate;
	4)	Obtains the signature of the Deputy Secretary or designee on the RL-2A form;
	5)	Forwards the packet to Facility Planning and Control for issuance of a new lease;
	6)	Acts as liaison between Facility Planning and Control and Regional Manager;
	7)	If relocating or expanding, notifies Procurement Director so that phone line installation/relocation can be ordered;
	8)	Obtains the signature of the Deputy Secretary or designee on the lease documents when they are received from Facility Planning and Control;
	9)	Returns signed lease documents to Facility Planning and Control;
	10)	Upon receipt of fully executed lease documents from Facility Planning and Control, distributes copies to the Regional Manager and Deputy Undersecretary;
	11)	Establishes lease record in CFMS;
	12)	Ensures asbestos certification and Fire Marshal approvals are received prior to office relocating. Notifies Regional Manager when documents are received.
Regional Manager	1)	Advises OJJ Liaison of actual relocation date.
OJJ Liaison	1)	Notifies Facility Planning and Control, Accounting and Deputy Undersecretary of actual date of relocation;
	2)	If required, Facility Planning and Control will issue an amendment to the lease to change the beginning date to the actual date of occupancy and change the ending date accordingly. OJJ Liaison obtains the signature of the Deputy Secretary on the amendment;
	3)	Forwards the signed amendment to Facility Planning and Control;

4) Upon receipt of fully executed amendment from Facility Planning and Control, distributes copies to the Regional Manager and Deputy Undersecretary;
5) Establishes amendment record in CFMS.

1.3.1.6 Leases Over 5,000 Square Feet

Responsibility	Action
OJJ Liaison	1) Notifies Regional Managers of impending lease expiration dates approximately one (1) year in advance of the expiration date. This notification will include the following: a) Date lease is due to expire; b) RL-2 B Form for completion; c) Copy of State Space Standards by Facility Planning and Control; d) Instructions to complete and return the RL-2B form; e) Deadline for submittal of these documents to DPS.
Regional Manager	1) Completes the RL-2B form with assistance from the OJJ Liaison; 2) Returns the completed, signed RL-2B form to the OJJ Liaison on or before the stipulated deadline.
OJJ Liaison	1) Reviews the RL-2B form for conformance with the State Space Standards provided by Facility Planning and Control; 2) Consults with the Regional Manager to accurately complete the form and correct any discrepancies; 3) Forwards RL-2B to DPS Budget Section for completion; 4) Forwards RL-2B to IT Director for approval of the telecommunications requirements; 5) Obtains signature of Deputy Secretary or designee on the RL-2B; 6) Forwards the RL-2B to Facility Planning and Control for preparation of bid specifications; 7) Acts as liaison between Facility Planning and Control; 8) Reviews bid specifications from Facility Planning and Control and compares to the RL-2B for accuracy;

	9)	Forwards the bid specifications to the Regional Manager for review/comment/ approval.
Regional Manager	1)	Provides answers/comments/approval of the bid specifications to the OJJ Liaison.
OJJ Liaison	1)	Forwards bid results to Deputy Undersecretary for budgetary approval;
	2)	Forwards bid results to Regional Manager for review of low bid space and recommendations, giving a deadline for submitting recommendations.
Regional Manager	1)	Makes arrangements to view the space and/or floor plans offered by the low bidder within the stipulated timeframe;
	2)	Determines if the space and/or floor plans appear to conform to the bid specifications;
	3)	Provides a written recommendation to the OJJ Liaison on or before the stipulated deadline.
OJJ Liaison	1)	Provides recommendation of acceptance of low bid to Facility Planning and Control or provides explanation as to why the low bid is not acceptable and requests that the package be re-bid;
	2)	Forwards final proposed floor plans to Regional Manager for review/revision/approval with stipulated deadline for submittal of recommendations.
Regional Manager	1)	Reviews the proposed floor plans and suggests revisions or approves them as drawn;
	2)	Works directly with prospective lessor to resolve necessary changes to the plans;
	3)	Submits recommendations to OJJ Liaison.
OJJ Liaison	1)	Forwards recommendations to Facility Planning and Control;
	2)	Once final floor plans are received, forwards copies to Regional Manager and IT Director;
	3)	Upon receipt of lease documents, obtains signature of Deputy Secretary or designee;
	4)	Returns signed lease documents to Facility Planning and Control;
	5)	Upon receipt of fully executed lease from Facility Planning and Control, distributes copies to the Regional Manager and Deputy Undersecretary;

	6)	Establishes lease record in CFMS;
	7)	Ensures that asbestos certification and fire marshal reports are received prior to occupancy by the regional office.
Regional Manager	1)	Keeps OJJ Liaison apprised of the status of new construction / renovations of new space;
	2)	Advises OJJ Liaison of date of actual occupancy of new space.
OJJ Liaison	1)	Notifies Facility Planning and Control of date of actual occupancy of new space;
	2)	If required, Facility Planning and Control will issue an amendment to the lease to change the beginning date to the actual date of occupancy and change the ending date accordingly. OJJ Liaison obtains signature of the Deputy Secretary on the amendment;
	3)	Forwards the signed amendment to Facility Planning and Control;
	4)	Upon receipt of fully executed amendment from Facility Planning and Control, distributes copies to the Regional Manager and Deputy Undersecretary;
	5)	Establishes amendment record in CFMS.

RL-2(A) FORM
REQUEST FOR NEGOTIABLE LEASE
01/2016

REQUEST FOR APPROVAL TO LEASE SPACE

PROPOSAL TO NEGOTIATE (FOR 4,999 SQ. FT. OF USABLE SPACE AND UNDER) REQUEST MUST BE ACCOMPANIED BY A 1/4" OR 1/8" SCALE, FULLY DIMENSIONED FLOOR PLAN OF THE SPACE TO BE OCCUPIED. IF PLAN INCLUDES MORE THAN ONE AREA TO BE OCCUPIED, AREA OF OCCUPANCY MUST BE CLEARLY IDENTIFIED ON THE PLAN. EACH AREA/ROOM/OFFICE MUST BE CLEARLY MARKED WITH ITS INTENDED USE. THE FLOOR PLANS MUST ALSO DEPICT ALL PROPOSED CONDITIONS SUCH AS WALLS, WINDOWS, DOORS, MECHANICAL ROOMS, ELEVATORS, ENTRYWAYS AND EXITS. A DETAILED SITE PLAN MUST ALSO BE SUBMITTED WHICH WILL DEPICT THE PARKING AREA TO BE USED BY THE AGENCY AND MUST BE IN SUCH DETAIL AS TO INDICATE THE LAYOUT OF THE PARKING AREA, NUMBER OF PARKING SPACES, EXITS AND ENTRANCES INTO THE PARKING AREAS, PROPERTY LINES, RIGHTS-OF-WAY, SERVITUDES, SIDEWALKS AND BORDERING STREETS.

DEFINITIONS:

USABLE SPACE: Usable space is the floor area occupied by the Lessee excluding exterior walls, equipment rooms (mechanical, electrical, telephone, and other building system rooms), dedicated corridors, main lobbies, entrances, rest rooms, common space, stairwells, and elevators. The area is measured from the interior face of the exterior wall to the interior face of the wall defining the usable space. Usable space does include required internal circulation. (SEE ILLUSTRATIONS ATTACHED).

OFFICE SPACE: Office space is space required by the agency for use as offices, work stations, reception areas, conference rooms, storage, break areas, etc.

INTERNAL CIRCULATION: Internal circulation is any space used for circulation within the area designed for the agency such as corridors leading to offices and other spaces, pathways around desks or work stations, etc. that would be used only by that agency. (SEE ILLUSTRATIONS ATTACHED).

MAIL TO:
Division of Administration
Facility Planning and Control
Real Estate Leasing Section
Post Office Box 94095
Baton Rouge, Louisiana 70804-9095

FUNCTIONS TO BE PERFORMED OR SERVICES TO BE PROVIDED AT THE REQUESTED LEASED LOCATION:

_____
_____
_____

1. FROM: _____
(Department Name)
_____
(Section and/or Unit Name)
_____
(FACS Agency Number)

2. Name, title, address and phone number of person authorized to enter into and sign leases for the agency. (If other than Department Secretary, delegation from the Secretary must be on file with Facility Planning and Control.

_____
(Name and Title)
_____
(Address)
_____ _____
(City/State/Zip) ***(Phone #)***

3. Current address of office which will occupy the new space:

_____
(Address)
_____ _____
(City/State/Zip) ***(Phone #)***

_____ _____
(Current Lease Number, if applicable) ***(Expiration Date of Current*** Lease, if applicable)

4. Name and address of current lessor, if applicable:

_____
(Name)

_____
(Address)

_____
(City/State/Zip)

5. If request is to vacate state-owned space, please indicate the number of square feet currently being occupied: _____ sq ft

Reason present state-owned space is not satisfactory:

_____
_____
_____

If vacating state-owned space to allow others to expand, what is the intended use of the space being vacated? Provide as much information as is available, i.e., who will occupy vacated space, etc.

_____
_____

What is possibility of occupying other or additional state-owned space within same area/building? Provide information regarding contacts made and results of those contacts. _____

_____
_____
_____

6. Date when occupancy of new leased space is required: _____

7. Name and address of proposed Lessor and Payee (if different from Lessor address:

(Lessor's Company Name)	***(Lessor/Payee's Name)***
(Individual Name, if applicable)	***(Lessor/Payee's Address)***
(Lessor's Mailing Address)	***(Lessor/Payee's City/State/Zip)***
(Lessor's City/State/Zip)	***(Lessor's Phone #)***

8. Complete address of requested rental location:

_____ _____
(Street Address) *(Year Constructed)*

_____
(City/State/Zip)

Is any of the requested space located on the ground floor?
_____ Yes **_____ No**

If **"yes"**, please indicate on the floor plans, the areas located on the ground floor if not already indicated.

9. List below all locations considered indicating prices quotes and reasons each location was not acceptable to your agency.

NOTE: Please submit three (3) written proposals with this request, in accordance with Title 34, Part III, Chapter 5, Section 503.B.1. A WRITTEN PROPOSAL LETTER FROM THE LESSOR OF THE SITE CHOSEN <u>MUST</u> BE SUBMITTED WITH THIS REQUEST AND MUST INDICATE A MONTHLY OR ANNUAL RENT.

_____
_____
_____
_____
_____
_____
_____
_____

10. LEASE TERMS:

A. The standard state lease is for a primary term of five (5) years with an option to extend for five (5) additional years. If these terms are satisfactory, leave the spaces below blank. If terms other than these are required, please indicate below and explain the need for the terms requested:

Primary term: _____ years Option term: _____ years

EXPLANATION: _____

_____

B. The standard state lease requires the lessor to be responsible for utilities and janitorial services. If these terms are satisfactory, leave the spaces below blank. If terms other than these are required, please indicate below and explain the need for the terms requested:

Utilities: _____ No Janitorial: _____ No

EXPLANATION: _____

_____

RENTAL PAYMENTS: Please indicate below, the price per month requested by the lessor and agreed to by the agency for the new location:

$_____ per month or annual rental amount

LESSOR IS TO QUOTE A MONTHLY RENTAL AMOUNT

COMMENTS: _____

_____

C. FUNDING: _____% Federal _____% General Fund _____% Self Generated
_____ % Stat Ded _____ % IAT

D. Amount budgeted for rental of space requested: $_____ per year

E. Total number of parking spaces required: _____

_____ employees _____ clients _____ state vehicles

11. <u>SPECIAL EQUIPMENT:</u>

List any equipment which requires special surroundings, equipment, structural requirements, etc. Specify in detail (i.e. special electrical outlets or requirements, separate grounding, additional air conditioning, etc.)

_____
_____
_____
_____
_____
_____

12. <u>HOURS OF OPERATION:</u> Please complete the following section indicating the hours of operation for which the building must be heated and cooled. If conditions other than a standard eight-hour, five-day work week are required, please explain below.

Between the hours of _____ a.m. and _____ p.m., ___ days per week,

_____ through _____.
(day) *(day)*

Explanation: _____
_____
_____
_____
_____

13. RESTROOMS:

Number of employees: _____

Average number of clients per day, if applicable: _____

Lessor will be required to provide adequate restrooms to meet code requirements based on the number of employees and clients.

14. COMMUNICATIONS REQUIREMENTS: Questions concerning telephone service or other communications items should be addressed to:

OFFICE OF TELECOMMUNICATIONS MANAGEMENT
Customer Service
Post Office Box 94280
Baton Rouge, Louisiana 70804-9280
Phone Number: 225/342-1000

ALL COMPLETED RL-2 FORMS ARE TO BE SUBMITTED TO OTM AT THE ADDRESS LISTED ABOVE

A. Number of telephone outlet locations (fax, modem, etc.): _____

B. Number of main answering station locations (Attendant Consoles): _____

C. Number of line monitoring locations (LSI's): ____

D. Number of lines monitored per LSI: _____

E. Number of telephone company data circuit outlet locations (56k, T-1, etc.): _____

F. Number of telephone company fire and/or security alarm circuits: _____

G. Number of paging microphone locations: _____

H. Number of paging loudspeaker locations: .

I. Number of data terminal outlet locations (PC, printers, etc.): _____

J. Number of special data device outlet locations (Blumberg, RS-232, etc.): _____

K. Number of radio operator locations: _____

L. Number of TV outlet locations (CATV, CCTV, etc.): _____

**XXXX

COMMUNICATIONS REQUIREMENTS (continued):

OPTION B: Simplex voice and simplex data outlets with one (1) RJ11 (or RJ45) jack and one (1) RJ45 jack in separate faceplates, as required by the Lessee at designated workstations, wired with one (1), four (4)-pair (minimum), 24 AWG copper, UTP cable for voice and one (1), four (4)-pair, 24 AWG copper, UTP cable for data.

The voice jacks shall be standard modular telephone jacks. The voice jack faceplates shall be labeled "VOICE." The data jacks shall be Category 5E or 6 as specified by the ANSI/EIA/TIA-568-B.2-1, and mounted and connected by an installer certified with such components. The data jacks shall come with light-colored, plastic faceplates labeled "DATA."

One cable shall be connected to the voice jack and shall be specified by the ANSI/EIA/TIA-568-B.2-1 at a minimum of Category 3 performance. The second cable shall be connected to the data jack and shall be Category 5E or 6 as specified by the ANSI/EIA/TIA-568-B.2-1, and placed and connected by an installer certified with such wiring.

The other end of the cables shall be connected to terminal blocks mounted on the telephone backboard in the communications equipment/wiring room. The voice cable pairs shall be terminated on 66 type terminal blocks. The data cable pairs shall be terminated on 110 type patch panels in a relay rack as specified by the ANSI/EIA/TIA-568-B.2-1 Category 5E or 6, mounted and connected by an installer certified with such components. Connections, color codes, and pair/pin numbers shall be as indicated in the Guideline Requirements, Specifications, and Wiring Diagrams.

CABLE/WIRE SYSTEM OPTION(S) SELECTED: _____

Telephone Equipment Room: _7_ x _9_
Equipped with lighting, HVAC, power, plywood sheeted walls, grounding, etc., as outlined in the OTM Guideline Requirements Document.

NOTE: THIS ROOM IS FOR COMMUNICATIONS ONLY! SLOP SINKS, ELECTRICAL PANELS, STORAGE, ETC. SHALL NOT BE ALLOWED IN THIS ROOM.

Incoming Telephone Service: __50__ pairs of wire minimum
No. of Communication Outlet locations: __2__

**XXXX

15. TOTAL NUMBER OF OCCUPANTS TO BE HOUSED IN SPACE: _____

List all positions to be housed in the leased space. This list should include all currently filled positions as well as all funded vacant positions which are to be filled along with the expected date the vacancy will be filled. If any of the positions listed are part-time positions which utilize the same space, but at different times, please indicate this next to the employee's name. (i.e. A small clinic may have five (5) doctors, each spending only one day per week at the clinic, each on a different day of the week, and each using the same examining room on his work day. In a situation such as this, indicate each position individually, but list the same room number for each position, and note next to the employee's name that it is a part-time position).

Indicate which of the requested areas each employee will be assigned, using the letter designation (Section 16) of the usable space area and the number assigned to the requested room. ***(i.e: For an employee assigned to the Reception/Waiting Area(s), the "Room Assigned" would be B.2.a., b., or c.).***

CIVIL SERVICE TITLE	EMPLOYEE NAME OR "VACANT"	ROOM ASSIGNED

16. SPACE REQUIREMENTS:

LIST THE TYPE OF ROOMS, SQUARE FEET, AND OTHER INFORMATION AS INDICATED BASED ON THE SPACE ENTITLEMENTS. IF YOU BELIEVE THE REQUIREMENT OF A PARTICULAR SPACE EXCEEDS THE SPACE ENTITLEMENT, SUBMIT JUSTIFICATION FOR THIS ADDITIONAL SPACE.

A. TOTAL AMOUNT OF SPACE REQUESTED: _____ sq ft

B. COMMON FUNCTION REQUIREMENTS: _____ Total sq ft

1. Kitchen: _____ Total sq ft

Equipped with work counter _____ ft. long, with upper and lower cabinets, drawers, and a standard kitchen sink with hot and cold running water, space for full-sized refrigerator, and two (2) 110 volt dedicated outlets for the refrigerator and microwave oven owned by the Lessee.

2. Reception/Waiting Room(s) _____ Total sq ft

a. Waiting Area _____ sq ft

Average number of people to use this area per day: _____
Average number of people to use this area at any one time: _____

b. Reception Area _____ sq ft

Number of employees and Civil Service Title(s) to be housed in this area:
_____
_____

3. Conference Room(s) _____ Total sq ft

a. _____ room(s) @ ____ sq ft = _____ total sq ft

Average number of people to use this room per day: _____
Average number of people to use this room at any one time: _____
Average times per week this room will be used: _____
How often will this room be used to its fullest capacity? _____

b. _____ room(s) @ ____ sq ft = _____ total sq ft

Average number of people to use this room per day: _____
Average number of people to use this room at any one time: _____
Average times per week this room will be used: _____
How often will this room be used to its fullest capacity? _____

4. Storage Room(s) _____ Total sq ft

List under Comments, items to be stored in this area(s) as well as approximate sizes. Also, list any special equipment to be stored in this area(s).

a. _____ room(s) @ ____ sq ft = _____ total sq ft

Comments: _____
_____
_____

b. _____ room(s) @ ____ sq ft = _____ total sq ft

Comments: _____
_____
_____

COMMON FUNCTION REQUIREMENTS (continued):

5. File Room(s) _____ **Total sq ft**

List under Comments the number and sizes of file cabinets to be used in this area(s). Also, list any special equipment to be used in this area(s).

a. _____ room(s) @ ____ sq ft = _____ total sq ft

Comments: _____
_____
_____

b. _____ room(s) @ ____ sq ft = _____ total sq ft

Comments: _____
_____
_____

6. Other: _____ **Total sq ft**

List under Comments the purpose of these areas as well as any special equipment to be used in this area.

a. Room Name _____ _____ # of room(s) @ _____ sq ft = _____ total sq ft

Comments: _____
_____
_____

b. Room Name _____ _____ # of room(s) @ _____ sq ft = _____ total sq ft

Comments: _____
_____
_____

c. Room Name _____ _____ # of room(s) @ _____ sq ft = _____ total sq ft

Comments: _____
_____
_____

C. ADMINISTRATIVE AREA REQUIREMENTS: _____ **Total sq ft**

1. _____ offices @ _____ sq ft = _____ total sq ft
2. _____ offices @ _____ sq ft = _____ total sq ft
3. _____ offices @ _____ sq ft = _____ total sq ft
4. _____ offices @ _____ sq ft = _____ total sq ft
5. _____ offices @ _____ sq ft = _____ total sq ft
6. _____ offices @ _____ sq ft = _____ total sq ft
7. _____ offices @ _____ sq ft = _____ total sq ft
8. _____ offices @ _____ sq ft = _____ total sq ft
9. _____ offices @ _____ sq ft = _____ total sq ft
10. _____ offices @ _____ sq ft = _____ total sq ft
11. _____ offices @ _____ sq ft = _____ total sq ft
12. _____ offices @ _____ sq ft = _____ total sq ft
13. _____ offices @ _____ sq ft = _____ total sq ft
14. _____ offices @ _____ sq ft = _____ total sq ft

D. AREAS OF SPECIALIZED FUNCTIONS: _____ **Total sq ft**

(Include areas such as data processing, computer rooms, laboratories, drafting rooms, radio equipment rooms, antenna mounting requirements, etc. List any special features and/or structural requirements which the Lessor should provide in these areas.)

1. Room Name _____ # of room(s) @ _____ sq ft = _____ total sq ft
Type of Space and Requirements needed: _____
_____
_____

2. Room Name _____ # of room(s) @ _____ sq ft = _____ total sq ft
Type of Space and Requirements needed: _____
_____
_____

3. Room Name _____ # of room(s) @ _____ sq ft = _____ total sq ft
Type of Space and Requirements needed: _____
_____
_____

4. Room Name_____ # of room(s) @ _____ sq ft = _____ total sq ft
Type of Space and Requirements needed: _____
_____
_____

17. ADDITIONAL COMMENTS/EXPLANATIONS:

This area is to be used as a continuation sheet for any comments or explanations you may feel necessary for any item on this form. When using this sheet, please indicate the item number which corresponds to the section you are continuing. (i.e. For additional explanations for parking areas, you would indicate 9.D as the Item Number.) Attach additional pages if necessary.

Item Number	Comments/Explanations
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

18. This request must be signed by the three (3) people indicated below. Their signature certifies that sufficient funds are available in your department's budget for the rental obligations as listed in Item Number 10.B.for the housing of the budget unit.

SIGNED: _____ **DATE:** _____
(Person in charge of occupying the space)

I certify that funds are available for the rental of office space at the above location for the listed annual rent.

SIGNED: _____ **DATE:** _____

I concur with this space request.

SIGNED: _____ **DATE:** _____
(Person authorized to sign leases for Department. If other than the Secretary/Head of the Department, written authorization must be on file with Facility Planning and Control – Real Estate Leasing Section)

RL-2(B) Form
REQUEST FOR BID PROPOSAL
01/2016

REQUEST FOR APPROVAL TO LEASE SPACE

REQUEST FOR BID PROPOSAL (for 5,000 sq. ft. of usable area and above)

"Office space" shall be defined as space required by the agency for use as offices, work stations, reception areas, conference rooms, storage, break areas, etc.

"Internal circulation" shall be any space used for circulation within the area designated for and used only by the agency such as hallways, pathways around desks or work stations, etc., leading to offices and other spaces to be used only by that agency (See illustrations attached).

"Usable space" is defined as follows: Usable space is the floor area occupied by the Lessee excluding exterior walls, equipment rooms (mechanical, electrical, telephone, and other building system rooms), dedicated corridors, lobbies, entrances, rest rooms, common space, stairwells, and elevators. The area is measured from the interior face of the exterior wall to the interior face of the wall defining the usable space. Usable space includes internal circulation (See illustrations attached).

"Occupancy date" shall be defined as the actual date the Lessee accepts possession and occupancy of the leased premises in accordance with specifications. Where Lessee already occupies these premises under a prior lease, possession and occupancy under this lease shall not be deemed to occur until Lessee inspects the premises and certifies in writing to the Division of Administration that all requirements set out in the Solicitation have been satisfied.

MAIL TO:
Division of Administration
Facility Planning and Control
Real Estate Leasing Section
Post Office Box 94095
Baton Rouge, Louisiana 70804-9095

FUNCTIONS TO BE PERFORMED OR SERVICES TO BE PROVIDED AT THIS LEASED LOCATION:

_____

_____

_____

1. FROM: _____
(Department Name)

_____
(Division and/or Unit Name)

_____
(FACS Agency Number)

2. Name, title, address and telephone number of person authorized to enter into and sign leases for the agency. (If other than Department Secretary, delegation from the Secretary must be on file with Facility Planning and Control.)

_____
(Name and Title)

_____
(Address)

_____ _____
(City/State/Zip Code) ***(Telephone #)***

3. Current address of office which will occupy the new space:

_____
(Address)

_____ _____
(City/State/Zip Code) ***(Telephone #)***

_____ _____
Current Lease Number **Expiration Date of Current Lease**
(if applicable) (if applicable)

4. Name and address of current Lessor, if applicable:

_____
(Name)

_____
(Address)

_____
(City/State/Zip Code)

5. If request is to vacate state owned space, please indicate the amount of square feet currently being occupied. _____ sq. ft.

Reason present state-owned space is not satisfactory:
_____
_____

If vacating state-owned space to allow others to expand, what is the intended usage of space being vacated? Provide as much information as is available as to who will be occupying vacated space.
_____
_____

What is possibility of occupying other or additional state-owned space within same area/building? Provide information regarding contacts made and results of those contacts.
_____
_____

6. Occupancy date required for leased space _____

7. Budgeted monies for rental of requested space $_____/per year.

_____% Federal _____% General Fund _____% Self-Generated
_____ % Stat Ded _____ % IAT

8. <u>LEASE TERMS:</u>

A. The standard state lease is for a primary term of five (5) years with an option to extend for five (5) additional years. If these terms are satisfactory, leave the spaces below blank. If terms other than these are required, please indicate below and explain the need for the terms requested.

Primary Term: _____ Years Option Term: _____ Years

B. The standard state lease requires the lessor to be responsible for utilities and janitorial services. If these terms are satisfactory, leave the spaces below blank. If terms other than these are required, please indicate below and explain the need for the terms requested.

Utilities _____ No Janitorial _____ No

EXPLANATION: _____
_____
_____

C. Total number of parking spaces required: _____

_____ Employees _____ Clients/Visitors _____ Secured State Vehicles

9. HOURS OF OPERATION:

Please complete the following section indicating the hours of operation for which the building must be heated and cooled. If conditions other than a standard eight-hour, five-day work week are required, please explain below.

Between the hours of _____ a.m. and _____ p.m., _____ days per week,

_____ through _____.
(Day) (Day)

EXPLANATION: _____
_____
_____

10. REST ROOMS: Number of Employees _____

Average number of clients/visitors per day, if applicable: _____
Lessor will be required to provide adequate rest rooms to meet code requirements based on the number of employees and clients.

COMMENTS: _____
_____
_____

11. COMMUNICATIONS REQUIREMENTS: Questions concerning telephone service or other communications items should be addressed to:

OFFICE OF TELECOMMUNICATIONS
Customer Services - (225) 342-1000
Post Office Box 94280, Baton Rouge, Louisiana 70804-9280

A. Number of telephone outlet locations (fax, modem, etc.): _____

B. Number of main answering station locations (Attendant Consoles): _____

C. Number of line monitoring locations (LSI's): _____

D. Number of lines monitored per LSI: _____

E. Number of telephone company data circuit outlet locations (56K, T-1, etc.): _____

F. Number of telephone company fire and/or security alarm circuits: _____

G. Number of paging microphone locations: _____

H. Number of paging loudspeaker locations: _____

I. Number of data terminal outlet locations (PC, Wyse, Printer, etc.): _____

J. Number of special data device outlet locations (Blumberg, RS-232, etc.): _____

K. Number of radio operator locations: _____

L. Number of TV outlet locations (CATV, CCTV, etc.): _____

PLEASE COMPLETE THE ABOVE INFORMATION PRIOR TO CONTACTING OTM FOR GUIDANCE AND ASSISTANCE IN SELECTING YOUR CABLE/WIRE SYSTEM OPTIONS LISTED BELOW.

ITEM 11 – COMMUNICATIONS REQUIREMENTS (CONTINUED):

THE CABLE/WIRE SYSTEM SHALL CONSIST OF ONE OF THE FOLLOWING OPTIONS:

OPTION A: A duplex voice/data outlet with two (2) RJ45 jacks in a common faceplate, as required by the Lessee at designated workstations, and two (2), four (4)-pair, 24 AWG copper, UTP (Unshielded Twisted Pair) cables.

The jacks shall be as specified by the ANSI/EIA/TIA-568-B.2-1 standard, and mounted and connected by an installer certified with such components. The jacks shall come with light-colored, plastic faceplates labeled "VOICE" (top) and "DATA" (bottom).

One cable shall be connected to the voice jack and shall be Category 3 minimum as specified by the ANSI/EIA/TIA-568-B.2-1. The second cable shall be connected to the data jack and shall be Category 5E or 6 as specified by the ANSI/EIA/TIA-568-B.2-1, and placed and connected by an installer certified with such wiring.

The other end of the cables shall be connected to terminal blocks mounted on the telephone backboard in the communications equipment/wiring room. The voice cable pairs shall be terminated on 66M1-50 terminal blocks. The data cable pairs shall be terminated on 110 type patch panels on a relay rack as specified by the ANSI/EIT/TIA-568-B.2-1 Category 5E or 6 mounted and connected by an installer certified with such components. Connections, color codes, and pair/pin numbers shall be as indicated in the Guideline Requirements, Specifications, and Wiring Diagrams.

OPTION B: Simplex voice and simplex data outlets with one (1) RJ11 (or RJ45) jack and one (1) RJ45 jack in separate faceplates, as required by the Lessee at designated workstations, wired with one (1), four (4)-pair (minimum), 24 AWG copper, UTP cable for voice and one (1), four (4)-pair, 24 AWG copper, UTP cable for data.

The voice jacks shall be standard modular telephone jacks. The voice jack faceplates shall be labeled "VOICE." The data jacks shall be Category 5E or 6 as specified by the ANSI/EIA/TIA-568-B.2-1, and mounted and connected by an installer certified with such components. The data jacks shall come with light-colored, plastic faceplates labeled "DATA."

One cable shall be connected to the voice jack and shall be specified by the ANSI/EIA/TIA-568-B.2-1 at a minimum of Category 3 performance. The second cable shall be connected to the data jack and shall be Category 5E or 6 as specified by the ANSI/EIA/TIA-568-B.2-1, and placed and connected by an installer certified with such wiring.

The other end of the cables shall be connected to terminal blocks mounted on the telephone backboard in the communications equipment/wiring room. The voice cable pairs shall be terminated on 66 type terminal blocks. The data cable pairs shall be terminated on 110 type patch panels in a relay rack as specified by the ANSI/EIA/TIA-568-B.2-1 Category 5E or 6, mounted and connected by an installer certified with such components. Connections, color codes, and pair/pin numbers shall be as indicated in the Guideline Requirements, Specifications, and Wiring Diagrams.

CABLE/WIRE SYSTEM OPTION(S) SELECTED: _____

**XXXX

12. TOTAL NUMBER OF OCCUPANTS TO BE HOUSED IN THE SPACE: _____

List all positions to be housed in the leased space below. This list should include all currently filled positions as well as funded, vacant positions which are to be filled. If vacant, indicate estimated hire date. If any of the positions listed are part-time positions which utilize the same space but at different times, please indicate this next to the employee's name. (i.e., A small clinic may have five (5) doctors, each spending only one day per week at the clinic, each on a different day of the week, and each using the same examining room on his work day. If a situation such as this exists, please indicate each position individually, but list the same room number for each position, and notate next to the employee's name that it is a part-time position.)

Indicate which of the requested areas each employee will be assigned, using the letter designation of the usable space area and the number assigned to the requested room from Section 13 (i.e., for an employee assigned to the Reception/Waiting area(s), the "Room Assigned" would be 13.B.2.a. or b.)

This page may be photocopied and multiple copies used if necessary.

CIVIL SERVICE TITLE	EMPLOYEE NAME OR "VACANT"	ESTIMATED HIRE DATE IF VACANT	ROOM NUMBER

13. <u>SPACE REQUIREMENTS:</u> List the type of rooms, square feet, and other information as indicated based on the space entitlements. Be as specific as possible in order to indicate the needs of your agency. Indicate any special features needed in any of the areas listed. If you believe the requirement of a particular space exceeds the space entitlement, submit justification for this additional space.

PLEASE LIST ANY ADJACENCIES REQUIRED.

A. Total Amount of space requested **_____ sq. ft.**
(Total of B, C and D)

B. <u>COMMON FUNCTION AREA REQUIREMENTS:</u> **_____ Total sq. ft.**

1. Kitchen **_____ sq. ft.**
Equipped with work counter _____ft. long, with upper and lower cabinets, drawers, and a standard stainless steel double kitchen sink with hot and cold running water, space for full-sized refrigerator, and two (2) 100 volt dedicated outlets for the refrigerator and microwave oven owned by the Lessee.

____ rooms @ _____ sq. ft.= _____ sq. ft.

Adjacency requirements: _____
_____

2. Reception/Waiting Area(s) **_____ Total sq. ft.**

a. Waiting Area(s)
_____ rooms @ _____ sq. ft. = _____ total sq. ft.
This room(s) will be located near _____
Average number of people to use this area per day _____
Average number of people to use this area at any one time _____
Adjacency requirements: _____
_____

b. Reception Area(s)
_____ rooms @ _____ sq. ft. = _____ total sq. ft.
This room(s) will be located near _____
Average number of people to use this area per day _____
Average number of people to use this area at any one time _____
Adjacency requirements: _____
_____

3. Conference Room(s) **_____ Total sq. ft.**

a. ____ rooms @ _____ sq. ft. = _____ total sq. ft.
This room(s) will be located near _____
Average number of people to use this area per day _____
Average number of people to use this area at any one time _____
How often will this room be used to its fullest capacity? _____
Adjacency requirements: _____
_____

b. ____ rooms @ _____ sq. ft. = _____ total sq. ft.
This room(s) will be located near _____
Average number of people to use this area per day _____
Average number of people to use this area at any one time _____
How often will this room be used to its fullest capacity? _____
Adjacency requirements: _____
_____

COMMON FUNCTION AREA REQUIREMENTS (CONTINUED):

4. Storage Room(s) _____ **Total sq. ft.**

List under Comments, **items** to be stored in this room(s) as well as **approximate dimensional sizes and quantities**. Also, list any special equipment to be stored or needed in this area(s).

a. ____ rooms @ _____ sq. ft. = _____ total sq. ft.
This room(s) will be located adjacent to _____
Comments: _____
_____
_____

b. ____ rooms @ _____ sq. ft. = _____ total sq. ft.
This room(s) will be located adjacent to _____
Comments: _____
_____
_____

c. ____ rooms @ _____ sq. ft. = _____ total sq. ft.
This room(s) will be located adjacent to _____
Comments: _____
_____
_____

d. ____ rooms @ _____ sq. ft. = _____ total sq. ft.
This room(s) will be located adjacent to _____
Comments: _____
_____
_____

5. File Room(s) _____ **Total sq. ft.**

List under COMMENTS the quantity and approximate sizes of file cabinets to be housed in this area(s). Also, list any special equipment/furniture to be used or needed in this area(s).

a. ____ rooms @ _____ sq. ft. = _____ total sq. ft.
This room(s) will be adjacent to _____
Comments: _____
_____
_____

b. ____ rooms @ _____ sq. ft. = _____ total sq. ft.
This room(s) will be adjacent to _____
Comments: _____
_____
_____

C. ADMINISTRATIVE AREA REQUIREMENTS: _____ **Total sq. ft.**

1. DIVISION/SECTION/UNIT/GROUP NAME: _____

a. ____ office(s) @ _____ sq. ft. = _____ total sq. ft.
This(these) office(s) will be utilized by _____
_____
(Civil Service Title(s))
and are to be adjacent to _____
_____
(Civil Service Title(s))

ADMINISTRATIVE AREA REQUIREMENTS (CONTINUED):

b. ____ office(s) @ _____ sq. ft. = _____ total sq. ft.
This(these) office(s) will be utilized by _____
_____
(Civil Service Title(s))
and are to be adjacent to _____
_____
(Civil Service Title(s))

c. ____ offices @ _____ sq. ft. = _____ total sq. ft.
This(these) office(s) will be utilized by _____
_____
(Civil Service Title(s))
and are to be adjacent to _____
_____
(Civil Service Title(s))

d. ____ office(s) @ _____ sq. ft. = _____ total sq. ft.
This(these) office(s) will be utilized by _____
_____
(Civil Service Title(s))
and are to be adjacent to _____
_____
(Civil Service Title(s))

e. ____ office(s) @ _____ sq. ft. = _____ total sq. ft.
This(these) office(s) will be utilized by _____
_____
(Civil Service Title(s))
and are to be adjacent to _____
_____
(Civil Service Title(s))

f. ____ office(s) @ _____ sq. ft. = _____ total sq. ft.
This(these) office(s) will be utilized by _____
_____
(Civil Service Title(s))
and are to be adjacent to _____
_____
(Civil Service Title(s))

2. DIVISION/SECTION/UNIT/GROUP NAME _____

a. ____ office(s) @ _____ sq. ft. = _____ total sq. ft.
This(these) office(s) will be utilized by _____
_____
(Civil Service Title(s))
and are to be adjacent to _____
_____
(Civil Service Title(s))

b. ____ office(s) @ _____ sq. ft. = _____ total sq. ft.
This(these) office(s) will be utilized by _____
_____
(Civil Service Title(s))
and are to be adjacent to _____
_____
(Civil Service Title(s))

ADMINISTRATIVE AREA REQUIREMENTS (CONTINUED):

c. ____ offices @ _____ sq. ft. = _____ total sq. ft.
This(these) office(s) will be utilized by _____
_____
(Civil Service Title(s))
and are to be adjacent to _____
_____
(Civil Service Title(s))

d. ____ office(s) @ _____ sq. ft. = _____ total sq. ft.
This(these) office(s) will be utilized by _____
_____
(Civil Service Title(s))
and are to be adjacent to _____
_____
(Civil Service Title(s))

e. ____ office(s) @ _____ sq. ft. = _____ total sq. ft.
This(these) office(s) will be utilized by _____
_____
(Civil Service Title(s))
and are to be adjacent to _____
_____
(Civil Service Title(s))

f. ____ office(s) @ _____ sq. ft. = _____ total sq. ft.
This(these) office(s) will be utilized by _____
_____
(Civil Service Title(s))
and are to be adjacent to _____
_____
(Civil Service Title(s))

3. DIVISION/SECTION/UNIT/GROUP NAME: _____

a. ____ office(s) @ _____ sq. ft. = _____ total sq. ft.
This(these) office(s) will be utilized by _____
_____
(Civil Service Title(s))
and are to be adjacent to _____
_____
(Civil Service Title(s))

b. ____ office(s) @ _____ sq. ft. = _____ total sq. ft.
This(these) office(s) will be utilized by _____
_____
(Civil Service Title(s))
and are to be adjacent to _____
_____
(Civil Service Title(s))

c. ____ offices @ _____ sq. ft. = _____ total sq. ft.
This(these) office(s) will be utilized by _____
_____
(Civil Service Title(s))
and are to be adjacent to _____
_____
(Civil Service Title(s))

ADMINISTRATIVE AREA REQUIREMENTS (CONTINUED):

d. ____ office(s) @ _____ sq. ft. = _____ total sq. ft.
This(these) office(s) will be utilized by _____
_____
(Civil Service Title(s))
and are to be adjacent to _____
_____
(Civil Service Title(s))

e. ____ office(s) @ _____ sq. ft. = _____ total sq. ft.
This(these) office(s) will be utilized by _____
_____
(Civil Service Title(s))
and are to be adjacent to _____
_____
(Civil Service Title(s))

f. ____ office(s) @ _____ sq. ft. = _____ total sq. ft.
This(these) office(s) will be utilized by _____
_____
(Civil Service Title(s))
and are to be adjacent to _____
_____
(Civil Service Title(s))

4. DIVISION/SECTION/UNIT/GROUP NAME _____

a. ____ office(s) @ _____ sq. ft. = _____ total sq. ft.
This(these) office(s) will be utilized by _____
_____
(Civil Service Title(s))
and are to be adjacent to _____
_____
(Civil Service Title(s))

b. ____ office(s) @ _____ sq. ft. = _____ total sq. ft.
This(these) office(s) will be utilized by _____
_____
(Civil Service Title(s))
and are to be adjacent to _____
_____
(Civil Service Title(s))

c. ____ offices @ _____ sq. ft. = _____ total sq. ft.
This(these) office(s) will be utilized by _____
_____
(Civil Service Title(s))
and are to be adjacent to _____
_____
(Civil Service Title(s))

d. ____ office(s) @ _____ sq. ft. = _____ total sq. ft.
This(these) office(s) will be utilized by _____
_____
(Civil Service Title(s))
and are to be adjacent to _____
_____
(Civil Service Title(s))

ADMINISTRATIVE AREA REQUIREMENTS (CONTINUED):

e. ____ office(s) @ _____ sq. ft. = _____ total sq. ft.
This(these) office(s) will be utilized by _____
_____
(Civil Service Title(s))
and are to be adjacent to _____
_____
(Civil Service Title(s))

f. ____ office(s) @ _____ sq. ft. = _____ total sq. ft.
This(these) office(s) will be utilized by _____
_____
(Civil Service Title(s))
and are to be adjacent to _____
_____
(Civil Service Title(s))

D. <u>AREAS OF SPECIALIZED FUNCTIONS</u> **_____ Total sq. ft.**

List any equipment which requires special surroundings, equipment, structural requirements, etc. (Include areas such as data processing, computer rooms, laboratories, drafting rooms, radio equipment rooms, antenna mounting requirements, etc. List any special features and/or structural requirements which the Lessor should provide in these areas). Specify in detail (i.e., special electrical outlets or requirements, separate grounding, additional air conditioning, etc.).

1. _____ room(s) @ _____ sq ft = _____ total sq ft
(Name of Room)
Must be adjacent to _____
and equipped with _____
_____

2. _____ room(s) @ _____ sq ft = _____ total sq ft
(Name of Room)
Must be adjacent to _____
and equipped with _____
_____

3. _____ room(s) @ _____ sq ft = _____ total sq ft
(Name of Room)
Must be adjacent to _____
and equipped with _____
_____

4. _____ room(s) @ _____ sq ft = _____ total sq ft
(Name of Room)
Must be adjacent to _____
and equipped with _____
_____

5. _____ room(s) @ _____ sq ft = _____ total sq ft
(Name of Room)
Must be adjacent to _____
and equipped with _____
_____

6. _____ room(s) @ _____ sq ft = _____ total sq ft
(Name of Room)
Must be adjacent to _____
and equipped with _____
_____

AREAS OF SPECIALIZED FUNCTIONS (CONTINUED):

7. _____ room(s) @ _____ sq ft = _____ total sq ft
(Name of Room)
Must be adjacent to _____
and equipped with _____
_____

8. _____ room(s) @ _____ sq ft = _____ total sq ft
(Name of Room)
Must be adjacent to _____
and equipped with _____
_____

9. _____ room(s) @ _____ sq ft = _____ total sq ft
(Name of Room)
Must be adjacent to _____
and equipped with _____
_____

10. _____ room(s) @ _____ sq ft = _____ total sq ft
(Name of Room)
Must be adjacent to _____
and equipped with _____
_____

14. ADDITIONAL COMMENTS/EXPLANATIONS

This page is to be used as a continuation sheet for any comments or explanations you may feel necessary for any item on this form. When using this sheet, please indicate the item number which corresponds to the section you are continuing. (i.e., for additional explanations for parking areas, you would indicate 7.D. as the Item Number). This page may be photocopied and multiple copies used if necessary.

ITEM NUMBER	COMMENTS/EXPLANATIONS

15. GEOGRAPHICAL BOUNDARIES

Give specific geographical area needed. Identify the geographic area requested with written description using ***street names and/or other physical boundaries which encompass the area***. Attach a map marked with the boundaries. Use the City Limits or Parish Limits ***if there are no objectionable areas***. Give justification for the specific area requested. **In requesting specific geographical areas, the agency must be prepared to document the need for establishing the specified limits.**

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

16. PRE-BID CONFERENCE

A pre-bid conference may be held prior to the date of the bid opening if the user agency deems this is necessary. Please indicate below if you wish to hold a pre-bid conference.

_____ Yes _____ No

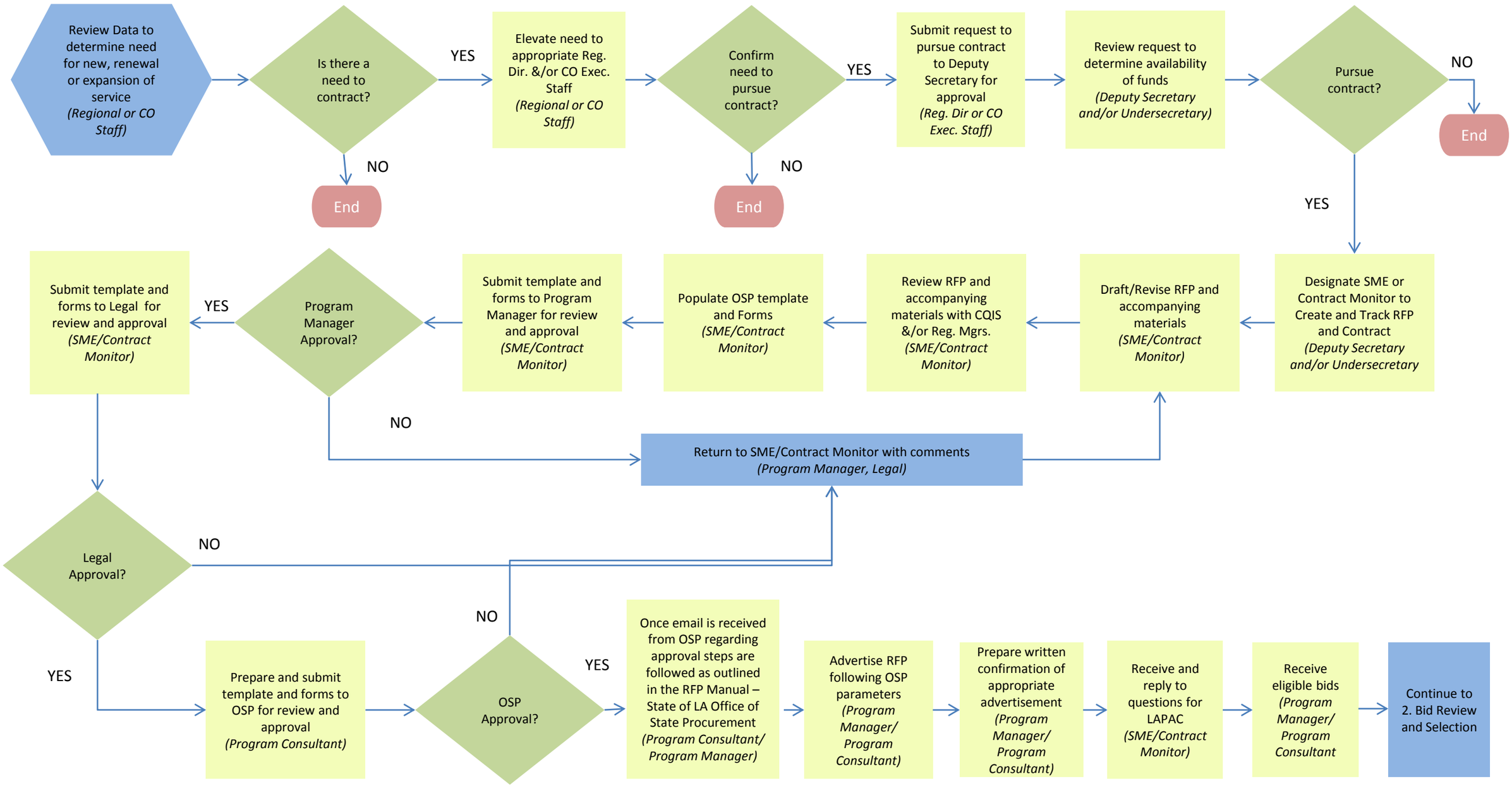
17. This request must be signed by the two (2) people indicated below:

SIGNED _____ DATE _____
(person in charge of occupying the space)

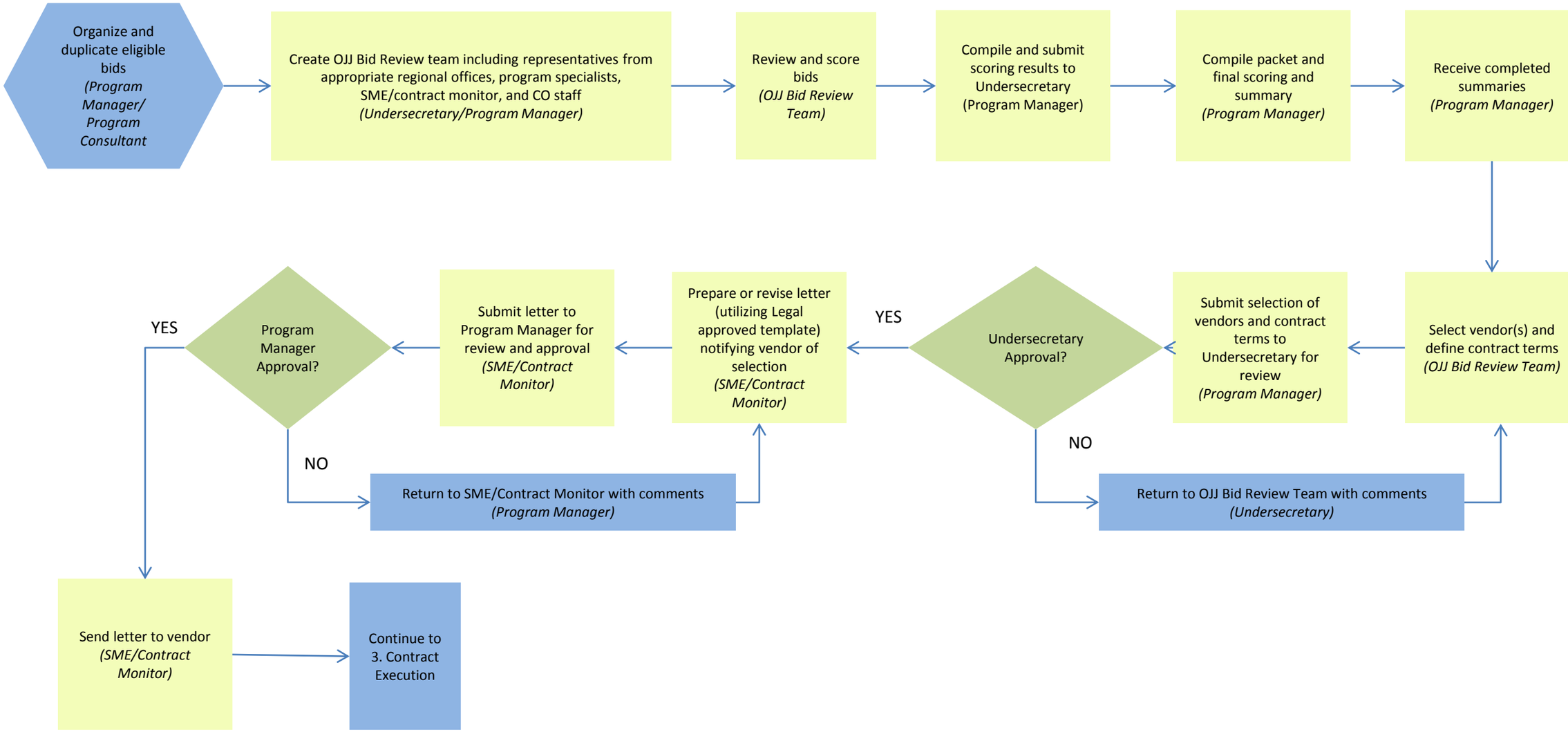
SIGNED _____ DATE _____
(person authorized to sign leases on behalf of the agency)

1. RFP Process – Office of Juvenile Justice

(NOTE: Consulting Service Contracts for $50,000 or more and Social Service Contracts for $250,000 or more)

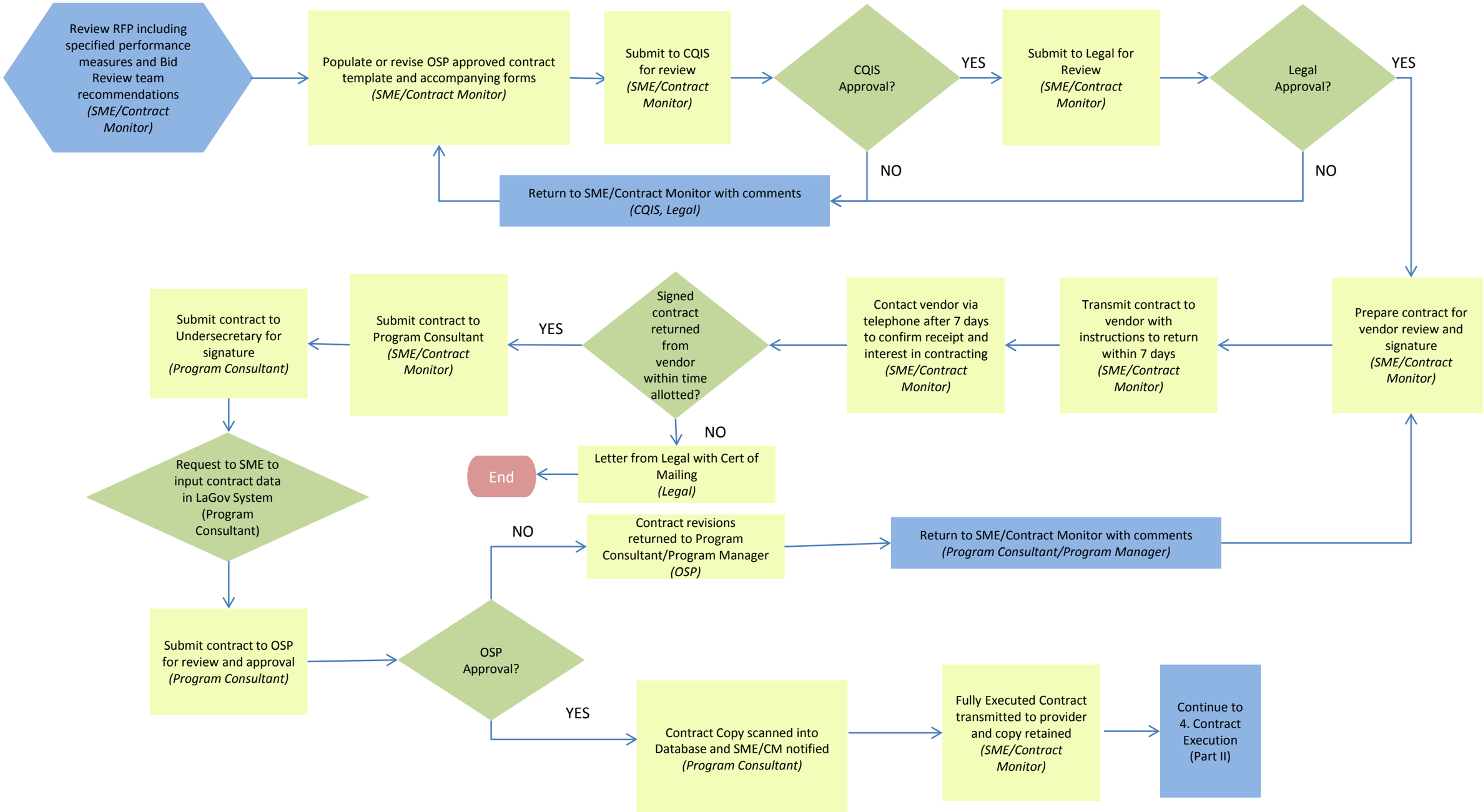


2. Bid Review and Selection – Office of Juvenile Justice



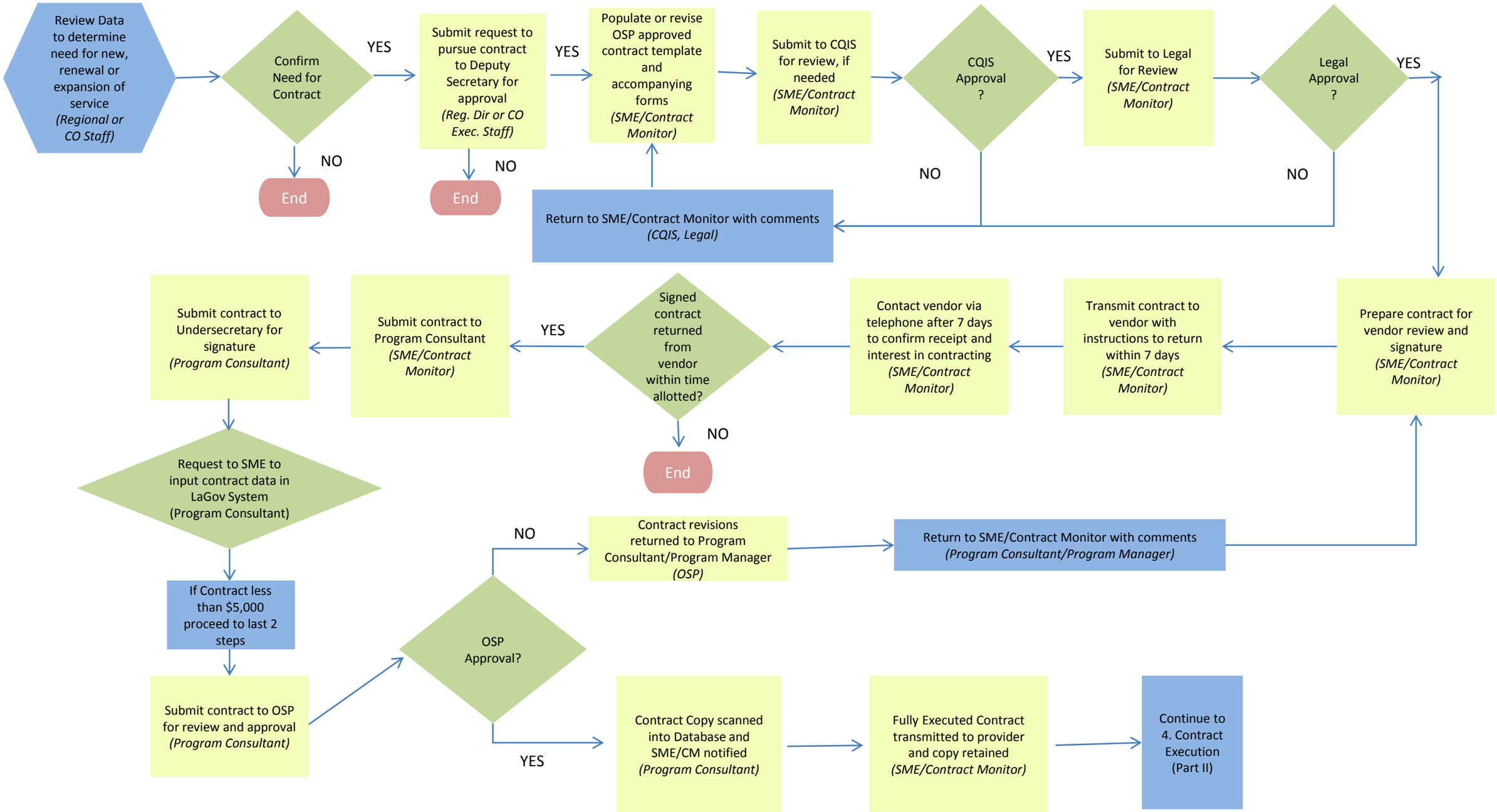
3. Contract Execution (Part I) – Office of Juvenile Justice

(NOTE: Consulting Service Contracts for $50,000 or more and Social Service Contracts for $250,000 or more)

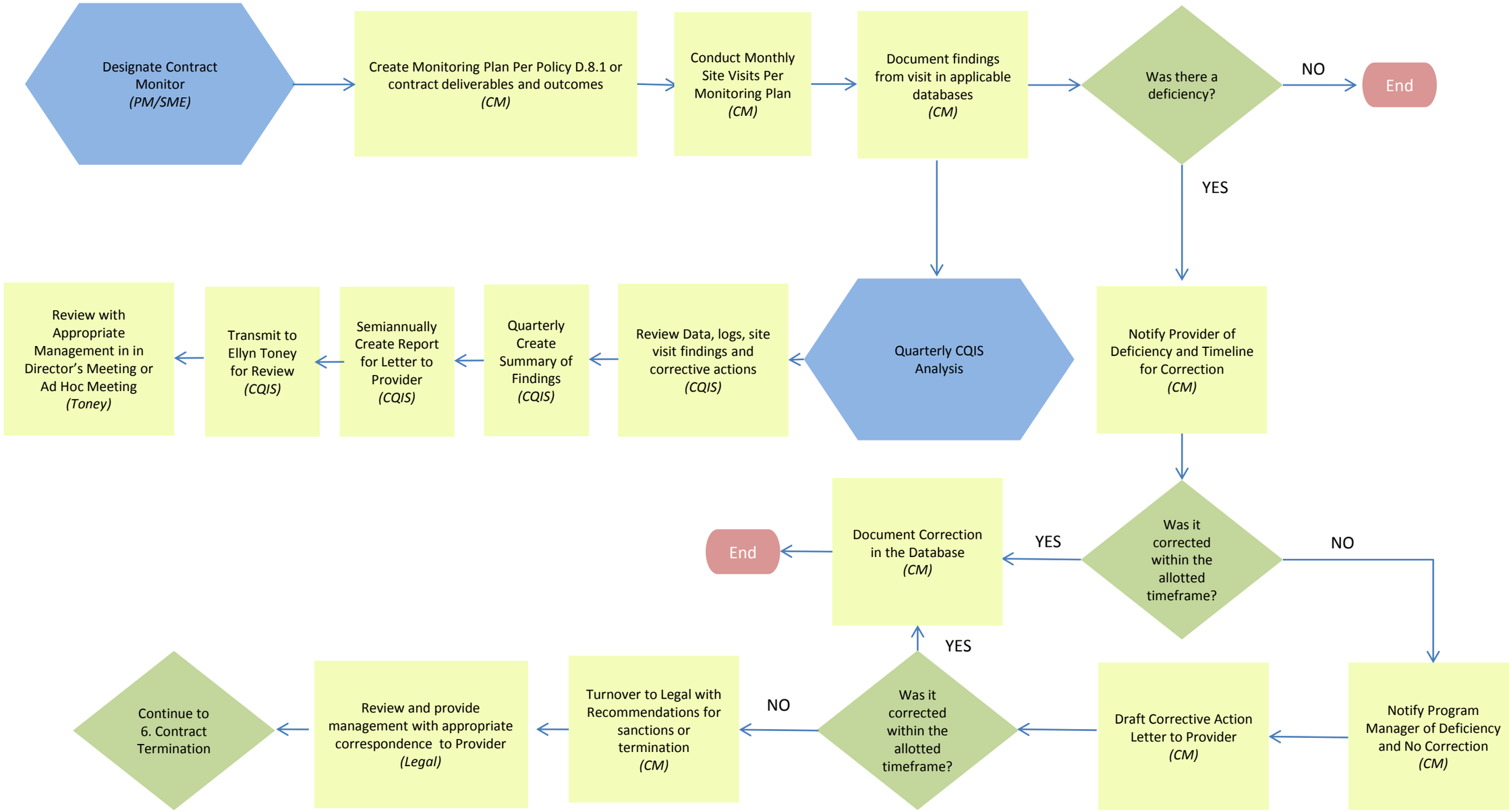
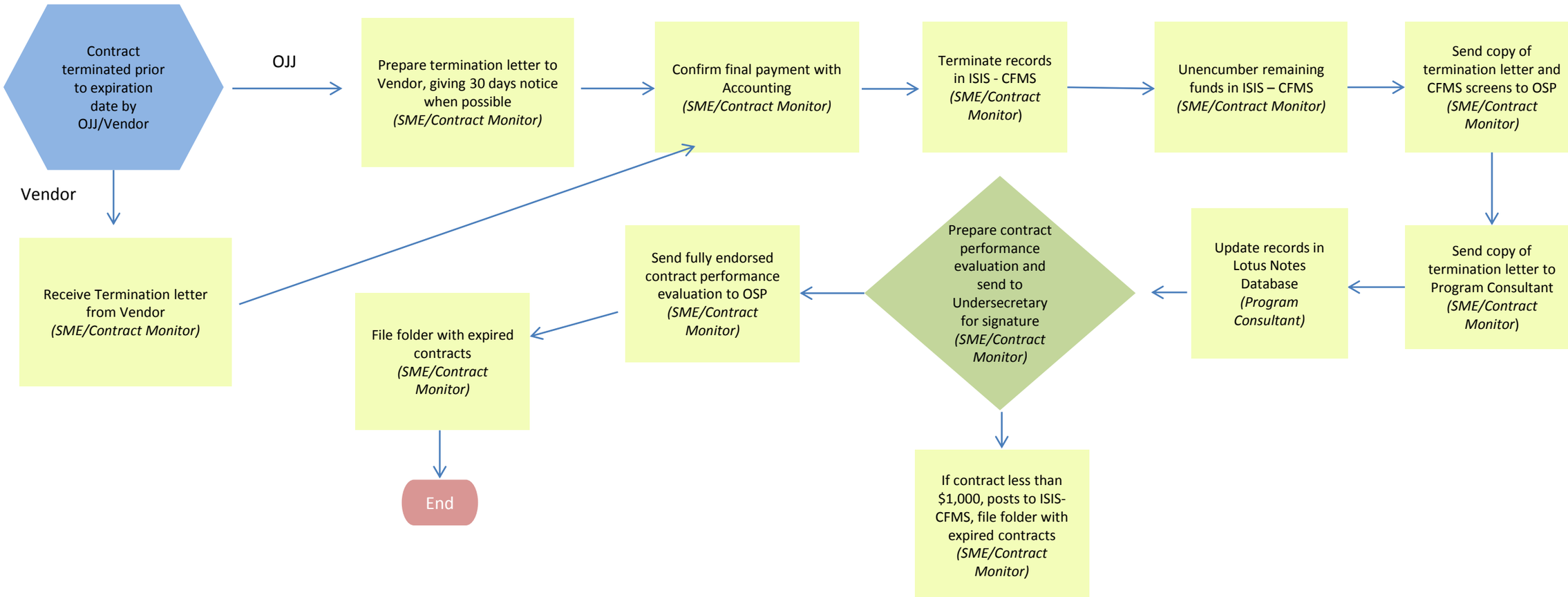


4. Contract Execution (Part II) – Office of Juvenile Justice

(NOTE: Contracts less than $1,000, Consulting Service Contracts less than $50,000 and Social Service Contracts less than $250,000)



5. Contract Monitoring – Office of Juvenile Justice



6. Contract Termination – Office of Juvenile Justice