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 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.

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**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  
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.

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.”

******************************************************************************

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:**

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:**

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:
CONTRACTS MANAGEMENT

1.1 Terminology

1.2 Contracts Management Overview
   1.2.1 Contracts Legislation/Regulations
   1.2.2 Purpose
   1.2.3 Common Types of Services Contracted
   1.2.4 Cooperative Endeavors
   1.2.5 Leases

1.3 Contracts Management Procedures
   1.3.1 Contracts, Leases and Cooperative Endeavor Agreements
      1.3.1.1 Contracts Requiring a Request for Proposal
      1.3.1.2 Contracts and Cooperative Endeavors not Requiring a
      Request for Proposal
      1.3.1.3 Contract Termination
      1.3.1.4 Leases With Renewal Options
      1.3.1.5 Leases Under 5,000 Square Feet
      1.3.1.6 Leases Over 5,000 Square Feet
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 the 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-medical, 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 to 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

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

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| 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:**
   - Inclusion of all required documents;
   - Accurate completion of RL-2A form;
   - Conformance with the space standards established by Facility Planning and Control;
   - Reasonableness of rental rate for the area;
   - 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**

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<tr>
<td>Regional Manager</td>
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<tr>
<td>OJJ Liaison</td>
<td>1)</td>
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</table>
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.
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 MUST 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. SPECIAL EQUIPMENT:

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. 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: __________________________________________________________

__________________________________________________________

__________________________________________________________
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 (LSIs): ________

   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.): _____________

   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

   **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/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.
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 _2_ 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_
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.).

<table>
<thead>
<tr>
<th>CIVIL SERVICE TITLE</th>
<th>EMPLOYEE NAME OR &quot;VACANT&quot;</th>
<th>ROOM ASSIGNED</th>
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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)** \[\text{Total sq ft}\]
   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. \(\text{room(s) @ sq ft = total sq ft}\)
      
      Comments:

   b. \(\text{room(s) @ sq ft = total sq ft}\)
      
      Comments:

6. **Other**: \[\text{Total sq ft}\]
   List under Comments the purpose of these areas as well as any special equipment to be used in this area.
   
   a. **Room Name** \(\text{# of room(s) @ sq ft = total sq ft}\)
      
      Comments:

   b. **Room Name** \(\text{# of room(s) @ sq ft = total sq ft}\)
      
      Comments:

   c. **Room Name** \(\text{# of room(s) @ sq ft = total sq ft}\)
      
      Comments:

C. **ADMINISTRATIVE AREA REQUIREMENTS**: \[\text{Total sq ft}\]

1. \(\text{offices @ sq ft = total sq ft}\)

2. \(\text{offices @ sq ft = total sq ft}\)

3. \(\text{offices @ sq ft = total sq ft}\)

4. \(\text{offices @ sq ft = total sq ft}\)

5. \(\text{offices @ sq ft = total sq ft}\)

6. \(\text{offices @ sq ft = total sq ft}\)

7. \(\text{offices @ sq ft = total sq ft}\)

8. \(\text{offices @ sq ft = total sq ft}\)

9. \(\text{offices @ sq ft = total sq ft}\)

10. \(\text{offices @ sq ft = total sq ft}\)

11. \(\text{offices @ sq ft = total sq ft}\)

12. \(\text{offices @ sq ft = total sq ft}\)

13. \(\text{offices @ sq ft = total sq ft}\)

14. \(\text{offices @ sq ft = total sq ft}\)
RL-2(A)
Page 9

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.

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Comments/Explanations</th>
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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)
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
(if applicable)

Expiration Date of Current Lease
(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. 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

   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/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.

**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(S):**

Size will vary in proportion to the size of the gross office floor area:

- **5,000 to 8,000 square feet**: 10’ x 9’ room required
- **8,000 to 10,000 square feet**: 10’ x 11’ room required
- **10,000 to 15,000 square feet**: 10’ x 13’ room required
- **Over 15,000 square feet**: 10’ x 13’ room per 15,000 sq ft of space

If it is a multi story building, a minimum of one room per floor using the above sizes.

Incoming telephone service will also vary in proportion to the size of the gross office floor area. The telephone service feeder cable to the building will require 50 pairs per 5,000 square feet of gross office floor area. Eg: 30,000 sq ft = 300 pair cable.

Number of Communication Outlet Locations: 2 per wall minimum

This room shall be 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**

---

**AGENCY CONTACT:**

(_______________________)

(________________________________________)

**COMMENTS:**

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
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/Hospitals area(s), the "Room Assigned" would be 13.B.2.a. or b.)

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

<table>
<thead>
<tr>
<th>CIVIL SERVICE TITLE</th>
<th>EMPLOYEE NAME OR &quot;VACANT&quot;</th>
<th>ESTIMATED HIRE DATE</th>
<th>IF VACANT</th>
<th>ROOM NUMBER</th>
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13. **SPACE REQUIREMENTS:** 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**
   
   **(Total of B, C and D)**

B. **COMMON FUNCTION AREA REQUIREMENTS:**
   
   **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)**
      
      ______ 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)**
      
      ______ 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)**
   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)**
   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:**

   1. **DIVISION/SECTION/UNIT/GROUP NAME:** ____________________________

      a. _____ office(s) @ ______ sq. ft. = _____ total sq. ft.
      This(thes) 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))

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 ____________________________  
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 ____________________________  
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 ____________________________  
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 ____________________________  
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 ____________________________  
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 ____________________________  
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 ____________________________  
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)) 

D. AREAS OF SPECIALIZED FUNCTIONS _______ 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.

<table>
<thead>
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<th>ITEM NUMBER</th>
<th>COMMENTS/EXPLANATIONS</th>
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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)*

- **Review Data to determine need for new, renewal or expansion of service (Regional or CO Staff)**
  - Is there a need to contract? 
    - NO: End
    - YES: Elevate need to appropriate Reg. Dir. &/or CO Exec. Staff (Regional or CO Staff)
  - Confirm need to pursue contract?
    - NO: End
    - YES: Submit request to pursue contract to Deputy Secretary for approval (Reg. Dir or CO Exec. Staff)
  - Review request to determine availability of funds (Deputy Secretary and/or Undersecretary)
  - Pursue contract?
    - NO: End
    - YES: Submit request to pursue contract to Deputy Secretary for approval (Reg. Dir or CO Exec. Staff)

**Flowchart:***

- **Submit request to pursue contract to Deputy Secretary for approval (Reg. Dir or CO Exec. Staff)**
  - Review request to determine availability of funds (Deputy Secretary and/or Undersecretary)
  - Pursue contract?
    - NO: End
    - YES: Submit request to pursue contract to Deputy Secretary for approval (Reg. Dir or CO Exec. Staff)

**Steps:**

- Submit template and forms to Deputy Secretary for approval (Reg. Dir or CO Exec. Staff)
- Is there a need to contract?
- Confirm need to pursue contract?
- Submit request to pursue contract to Deputy Secretary for approval (Reg. Dir or CO Exec. Staff)
- Review request to determine availability of funds (Deputy Secretary and/or Undersecretary)
- Pursue contract?
- YES: Submit request to pursue contract to Deputy Secretary for approval (Reg. Dir or CO Exec. Staff)
- NO: End

**Decision Points:**

- Is there a need to contract?
- Confirm need to pursue contract?
- Submit request to pursue contract to Deputy Secretary for approval (Reg. Dir or CO Exec. Staff)
- Review request to determine availability of funds (Deputy Secretary and/or Undersecretary)
- Pursue contract?
- YES: Submit request to pursue contract to Deputy Secretary for approval (Reg. Dir or CO Exec. Staff)
- NO: End
2. Bid Review and Selection – Office of Juvenile Justice

Organize and duplicate eligible bids (Program Manager/Program Consultant)

Create OJJ Bid Review team including representatives from appropriate regional offices, program specialists, SME/contract monitor, and CO staff (Undersecretary/Program Manager)

Review and score bids (OJJ Bid Review Team)

Compile and submit scoring results to Undersecretary (Program Manager)

Compile packet and final scoring and summary (Program Manager)

Receive completed summaries (Program Manager)

Submit selection of vendors and contract terms to Undersecretary for review (Program Manager)

Select vendor(s) and define contract terms (OJJ Bid Review Team)

Program Manager Approval?

YES

Submit letter to Program Manager for review and approval (SME/Contract Monitor)

Prepare or revise letter (utilizing Legal approved template) notifying vendor of selection (SME/Contract Monitor)

Undersecretary Approval?

YES

Submit letter to Program Manager for review and approval (SME/Contract Monitor)

Send letter to vendor (SME/Contract Monitor)

Return to SME/Contract Monitor with comments (Program Manager)

Return to OJJ Bid Review Team with comments (Undersecretary)

NO

Return to OJJ Bid Review Team with comments (Program Manager)

Program Manager Approval?

NO

Submit letter to Program Manager for review and approval (SME/Contract Monitor)

Send letter to vendor (SME/Contract Monitor)

Continue to 3. Contract Execution

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

Review RFP including specified performance measures and Bid
Review team recommendations (SME/Contract Monitor)

 Populate or revise OSP approved contract template and accompanying forms (SME/Contract Monitor)

 Submit to COIS for review (SME/Contract Monitor)

 COIS Approval? YES

 Submit to Legal for Review (SME/Contract Monitor)

 Legal Approval? YES

 Return to SME/Contract Monitor with comments (COIS, Legal)

 NO

 CQIS Approval? NO

 YES

 Return to SME/Contract Monitor with comments (CQIS, Legal)

 NO

 Prepare contract for vendor review and signature (SME/Contract Monitor)

 Transmit contract to vendor with instructions to return within 7 days (SME/Contract Monitor)

 Contact vendor via telephone after 7 days to confirm receipt and interest in contracting (SME/Contract Monitor)

 Receive signed contract from vendor within time allotted?

 YES

 Submit contract to Undersecretary for signature (Program Consultant)

 Submit contract to Program Consultant (SME/Contract Monitor)

 NO

 Request to SME to input contract data in LaGov System (Program Consultant)

 End

 Letter from Legal with Cert of Mailing (Legal)

 NO

 Contract revisions returned to Program Consultant/Program Manager (OSP)

 Return to SME/Contract Monitor with comments (Program Consultant/Program Manager)

 YES

 Submit contract to OSP for review and approval (Program Consultant)

 OSP Approval?

 NO

 Contract Copy scanned into Database and SME/CM notified (Program Consultant)

 YES

 Fully Executed Contract transmitted to provider and copy retained (SME/Contract Monitor)

 Continue to 4. Contract Execution (Part II)

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

Review Data to determine need for new, renewal or expansion of service (Regional or CO Staff)

**Confirm Need for Contract**

- YES: Submit request to pursue contract to Deputy Secretary for approval (Reg. Dir or CO Exec. Staff)
- NO: End

Submit request to pursue contract to Deputy Secretary for approval (Reg. Dir or CO Exec. Staff)

- YES: Populate or revise OSP approved contract template and accompanying forms (SME/Contract Monitor)
- NO: End

Populate or revise OSP approved contract template and accompanying forms (SME/Contract Monitor)

- YES: Submit to CQIS for review, if needed (SME/Contract Monitor)
- NO: Submit to OSP for review and approval (Program Consultant)

Submit to OSP for review and approval (Program Consultant)

- YES: Submit contract to Undersecretary for signature (Program Consultant)
- NO: Contract Copy scanned into Database and SME/CM notified (Program Consultant)

Submit contract to Undersecretary for signature (Program Consultant)

- YES: Request to SME to input contract data in LaGov System (Program Consultant)
- NO: If Contract less than $5,000 proceed to last 2 steps

Request to SME to input contract data in LaGov System (Program Consultant)

- YES: Submit contract to OSP for review and approval (Program Consultant)
- NO: End

Submit contract to OSP for review and approval (Program Consultant)

- YES: Submit to Legal for Review (SME/Contract Monitor)
- NO: End

Submit contract to Legal for Review (SME/Contract Monitor)

- YES: Transmit contract to vendor with instructions to return within 7 days (SME/Contract Monitor)
- NO: End

Transmit contract to vendor with instructions to return within 7 days (SME/Contract Monitor)

- YES: Contact vendor via telephone after 7 days to confirm receipt and interest in contracting (SME/Contract Monitor)
- NO: End

Contact vendor via telephone after 7 days to confirm receipt and interest in contracting (SME/Contract Monitor)

- YES: Signed contract returned from vendor within time allotted?
- NO: End

Signed contract returned from vendor within time allotted?

- YES: Prepare contract for vendor review and signature (SME/Contract Monitor)
- NO: End

Prepare contract for vendor review and signature (SME/Contract Monitor)

- YES: Submit to CQIS for review (SME/Contract Monitor)
- NO: End

Submit to CQIS for review (SME/Contract Monitor)

- YES: Submit request to pursue contract to Deputy Secretary for approval (Reg. Dir or CO Exec. Staff)
- NO: End

Submit request to pursue contract to Deputy Secretary for approval (Reg. Dir or CO Exec. Staff)

- YES: Submit to OSP for review and approval (Program Consultant)
- NO: End

Submit to OSP for review and approval (Program Consultant)

- YES: Submit contract to Undersecretary for signature (Program Consultant)
- NO: Contract Copy scanned into Database and SME/CM notified (Program Consultant)

Submit contract to Undersecretary for signature (Program Consultant)

- YES: Request to SME to input contract data in LaGov System (Program Consultant)
- NO: If Contract less than $5,000 proceed to last 2 steps

Submit request to SME to input contract data in LaGov System (Program Consultant)

- YES: Submit contract to OSP for review and approval (Program Consultant)
- NO: End

Submit contract to OSP for review and approval (Program Consultant)

- YES: Submit to Legal for Review (SME/Contract Monitor)
- NO: End

Submit contract to Legal for Review (SME/Contract Monitor)

- YES: Transmit contract to vendor with instructions to return within 7 days (SME/Contract Monitor)
- NO: End

Transmit contract to vendor with instructions to return within 7 days (SME/Contract Monitor)

- YES: Contact vendor via telephone after 7 days to confirm receipt and interest in contracting (SME/Contract Monitor)
- NO: End

Contact vendor via telephone after 7 days to confirm receipt and interest in contracting (SME/Contract Monitor)

- YES: Signed contract returned from vendor within time allotted?
- NO: End

Signed contract returned from vendor within time allotted?

- YES: Prepare contract for vendor review and signature (SME/Contract Monitor)
- NO: End

Prepare contract for vendor review and signature (SME/Contract Monitor)

- YES: Submit to CQIS for review (SME/Contract Monitor)
- NO: End

Submit to CQIS for review (SME/Contract Monitor)

- YES: Submit request to pursue contract to Deputy Secretary for approval (Reg. Dir or CO Exec. Staff)
- NO: End

Submit request to pursue contract to Deputy Secretary for approval (Reg. Dir or CO Exec. Staff)

- YES: Submit to OSP for review and approval (Program Consultant)
- NO: End

Submit to OSP for review and approval (Program Consultant)

- YES: Submit contract to Undersecretary for signature (Program Consultant)
- NO: Contract Copy scanned into Database and SME/CM notified (Program Consultant)

Submit contract to Undersecretary for signature (Program Consultant)

- YES: Request to SME to input contract data in LaGov System (Program Consultant)
- NO: If Contract less than $5,000 proceed to last 2 steps

Request to SME to input contract data in LaGov System (Program Consultant)

- Designate Contract Monitor (PM/SME)

- Create Monitoring Plan Per Policy D.8.1 or contract deliverables and outcomes (CM)

- Conduct Monthly Site Visits Per Monitoring Plan (CM)

- Document findings from visit in applicable databases (CM)

- Review Data, logs, site visit findings and corrective actions (CQIS)

- Notify Provider of Deficiency and Timeline for Correction (CM)

- Quarterly CQIS Analysis

- Yes: Was there a deficiency? No: End

- Document findings from visit in applicable databases (CM)

- Review with Appropriate Management in Director’s Meeting or Ad Hoc Meeting (Toney)

- Transmit to Ellyn Toney for Review (CQIS)

- Semiannually Create Report for Letter to Provider (CQIS)

- Quarterly Create Summary of Findings (CQIS)

- Review Data, logs, site visit findings and corrective actions (CQIS)

- Create Summary of Findings (CQIS)

- Notify Provider of Deficiency and Timeline for Correction (CM)

- Quarterly CQIS Analysis

- Yes: Was it corrected within the allotted timeframe? No: End

- Document Correction in the Database (CM)

- Was it corrected within the allotted timeframe?

- Yes: Turnover to Legal with Recommendations for sanctions or termination (CM)

- Notify Program Manager of Deficiency and No Correction (CM)

- Review and provide management with appropriate correspondence to Provider (Legal)

- Turnover to Legal with Recommendations for sanctions or termination (CM)

- Draft Corrective Action Letter to Provider (CM)

- Continue to 6. Contract Termination

End

- Contract terminated prior to expiration date by OJJ/Vendor
  - Prepare termination letter to Vendor, giving 30 days notice when possible (SME/Contract Monitor)
  - Confirm final payment with Accounting (SME/Contract Monitor)
  - Terminate records in ISIS - CFMS (SME/Contract Monitor)
  - Unencumber remaining funds in ISIS – CFMS (SME/Contract Monitor)
  - Send copy of termination letter to OSP (SME/Contract Monitor)

- Vendor
  - Receive Termination letter from Vendor (SME/Contract Monitor)
  - File folder with expired contracts (SME/Contract Monitor)

- OJJ
  - Prepare contract performance evaluation and send to Undersecretary for signature (SME/Contract Monitor)
  - Update records in Lotus Notes Database (Program Consultant)

- If contract less than $1,000, posts to ISIS-CFMS, file folder with expired contracts (SME/Contract Monitor)

- End