

STATE OF LOUISIANA
DEPARTMENT OF STATE CIVIL SERVICE
BATON ROUGE, LOUISIANA

January 16, 2009

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General Circular 1755

To: Heads of State Agencies and Human Resource Directors
Subject: New Procedures for Contract Review and Approval at Civil Service
Issue Date: January 16, 2009

PLEASE ENSURE THAT THIS INFORMATION IS DISTRIBUTED TO THE PERSON(S) IN YOUR AGENCY RESPONSIBLE FOR SUBMITTING CONTRACTS TO CIVIL SERVICE AND THE DIVISION OF ADMINISTRATION / OFFICE OF CONTRACTUAL REVIEW (OCR).

We have been working with the Office of Contractual Review to streamline the process currently required for agencies to gain Civil Service approval of contracts prior to their review by OCR. We believe that eliminating the physical movement of multiple hard copies of each contract will increase the efficiency of the contracts approval process. Therefore, effective January 1, 2009 we are implementing the new procedures outlined in this circular.

Contracts with a dollar value of \$20,000 or less and those contracts [listed on our website](#) do not require Civil Service approval.

All other contracts must be approved by Civil Service. In order to receive that approval, complete all information on the DSCS Contract Review Form ([Form #CSCR1](#)). [A copy is attached to this circular for your reference](#), or you can access it from our website www.civilservice.la.gov/PROGASST/Contracts/contractinformation.asp or the OCR website at www.doa.louisiana.gov/ocr. Please feel free to contact your agency Assistance Coordinator if you have questions about completing the form.

Please note: We are aware that colleges and universities do not enter data into the Contract Financial Management System (CFMS). Therefore, the Office of Contractual Review will enter the CFMS number on the CSCR1 form at the appropriate time for all non-CFMS agencies.

If the proposed contract will result in the removal of duties or responsibilities from one or more classified state employees you must submit two copies of the contract and a completed copy of the DSCS Contract Review Form to Civil Service for review.

If the proposed contract will establish a relationship wherein an employee or official of the state:

- a. determines the work hours of the person performing the contractual services**
- b. determines the day to day duties of that person, or**
- c. approves the absences from the work place of that person**

you must submit two copies of the contract and a completed copy of the DSCS Contract Review Form to Civil Service for review.

For contracts that do not affect classified employees or establish an employer – employee relationship as described above, you will no longer need to submit copies of the actual contract to us. You will only need to e-mail the complete DSCS Contract Review Form to us. Of course, we do reserve the right to request a copy of any contract at any time we determine the need for a more detailed review.

The DSCS Contract Review Form specifically asks the questions suggested above. If the answer to all of these questions is “no”, simply e-mail the completed form to:

DSCScontractreview@la.gov

We will complete the approval line and e-mail a copy of the approval back to you. That document will serve as notice to your agency that we have approved the contract. A copy of the approved form, and the e-mail to which it is attached, must be attached to the documentation you submit to OCR or they will not approve the contract. Incomplete forms will be returned to you without approval. Please do not send multiple e-mails for the same contract. Contracts that are received at the specified e-mail address will be reviewed and results forwarded within two (2) business days of receipt.

We are hopeful that this change will improve the entire contract approval process, while maintaining the integrity of the merit system which recognizes and supports the critical role that the classified workforce plays in providing services to the citizens of our state.

Please direct any questions about this process to the DSCS Assistance Coordinator for your agency at (225)342-8274.

Sincerely,

s/Anne S. Soileau
Director