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HR Handbook Update No. 2014 – 0011

Issue Date: September 5, 2014

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

Subject: Update Chapter 3: Contract Review Form

On June 4, 2014, agencies were notified of revisions to the **Contract Review – Agency Request Form**. At the time, multiple forms were being used and in June, were consolidated into one form. After receiving feedback from agencies, the form is being revised again to clarify and differentiate the process for contracts that require approval by the SCS Commission and those that only require approval by the SCS Director. Questions specific to business trends and specific cost savings have been removed. Should this information be needed as part of SCS Commission review, SCS staff will work with agencies to collect this information. Additionally, the portion of the form entitled “Notification of SCS Commission’s Authority on Contracts” is only to be completed by agencies who are proposing to enter into a contract that will adversely impact classified employees.

This form continues to be required before agencies enter into any type of contract whether or not the contract requires approval by the SCS Commission or the SCS Director. ***Please share this update and the revised documents with the contract personnel at your agency.***

The **Contract Review – Agency Request Form Instructions** sheet has also been revised to reflect the change in this form. These instructions will assist in completing the contract review process. The instruction sheet and Agency Request Forms can be found in the HR Handbook as well as on the SCS website.

Handbook:

Chapter 3 – Job Aids and Resources – Contract Review – Agency Request Form

Chapter 3 – Job Aids and Resources – Contract Review – Agency Request Form Instructions

SCS Website:

<http://www.civilservice.louisiana.gov/Divisions/EmployeeRelations/Contracts.aspx>

REASON FOR THE CHANGE: While the **Contract Review – Agency Request Form** will still be required for all contracts **except** for those with a dollar value less than \$20,000 or for certain specified services that are exempted by order of the Director listed on the Civil Service website at <http://www.civilservice.louisiana.gov/Divisions/EmployeeRelations/Contracts.aspx>, the form has been revised to differentiate between contracts requiring SCS Commission approval and those requiring only SCS Director approval.

EFFECTIVE DATE: September 5, 2014

If you have any questions, please contact your Employee Relations Consultant at (225) 342-8274.

Sincerely,

Shannon S. Templet
Director