



Civil Service Rule 3.1(o) requires the Director to review agencies' proposed contracts for personal services to determine whether classified employees will be involuntarily displaced due to the personal service contract. If so, Rule 2.9(h) requires the Commission to approve the contract. In order to determine if a contract will involuntarily replace a classified employee, the Director has established the following procedures for agencies to submit their proposed contracts for review.

- Contracts with a dollar value of \$20,000 or less are exempted from review.
- Contracts for certain specified services are also exempted by order of the Director as listed on the Civil Service website at <http://www.civilservice.louisiana.gov/Divisions/EmployeeRelations/Contracts.aspx>
- For all other Contracts, the agency must complete a Contract Review. ***The "Contract Review – Agency Request Form" is a required component of every contract and will assist Agencies in completing the contract review.***

**Steps for Completing the Contract Review – Agency Request Form:**

1. Complete the first portion of the form, which deals with contract information. If any of this information is not yet available, mark the appropriate box with "N/A."
2. Provide a brief overview of services to be performed under the "Contract Details Provided by Agency to SCS" section of the form.
3. Identify potential impacts on classified state employees by answering the following questions:
  - a. Will this contract result in the removal of responsibilities from one or more classified state employees?
  - b. Will this contract establish a relationship wherein an employee or official of the state takes the following actions:
    - i. Determines the work hours of the person performing the contractual services
    - ii. Determines the day-to-day duties of that person
    - iii. Approves the absences from the work place of that person
4. If the answer to any of these questions is "Yes," review the portion of the form entitled "Notification of SCS Commission's Authority on Contracts" and the acknowledgment of the Commission's authority on contracts. This signature must be from the Appointing Authority, and is a required part of the contract review process.
5. The agency must contact the SCS Procurement Division for further discussion. The agency must submit one copy of the proposed contract, along with the completed Contract Review form to a SCS Procurement Division Specialist, at which time the agency may be asked to provide additional information. If the proposed contract will result in the involuntary displacement of classified employees, the SCS Commission will require the agency to appear at a public meeting to explain the proposal. Specifically, the agency will be asked to provide information describing:
  - a. The business need/rationale for contracting the service
  - b. The economy and efficiency the state will realize through contracting the service
  - c. How many classified employees will be impacted by the contract
  - d. What provisions for alternate employment is being offered to those impacted employees

6. If, however, the answer to all of these questions is “No,” then the Appointing Authority or their designee must sign the bottom portion of the completed form, and the agency may either email the form to [DSCScontractreview@la.gov](mailto:DSCScontractreview@la.gov), or send the Contract Review form via the PROACT system to the Office of State Procurement. SCS will review the submittal and either email the approved form back to the agency or send the form to the next step of approval in PROACT within two business days. This will serve as the agency’s official documentation that the contract has received SCS approval. If the agency uses the email method as opposed to delivery in the PROACT system, the approved form and the email accompanying it to the documentation must be attached when submitted to the Office of State Procurement.