

REQUEST FOR CONTRACT

LaGov PO# _____

Requesting Ofc/Div: _____

Type of Contract _____

Division Admin: _____

RFC/RFP Request Date _____

Asst. Secretary: _____

ACCOUNTING REVIEW – Source & Availability of Funds:

1. Contractor: _____

Contact Person: _____

Address: _____

Telephone No: _____

Email Address: _____

LA Dept. of _____

Revenue Acct. No: _____

Federal Tax ID: _____

LaGov Vendor No: _____

2. Total

Amount: \$ _____

Federal: \$ _____

State: \$ _____

Match: \$ _____

3. Funding:	Amount	Fund	Cost Center	General Ledger No.	Grant No.	WBS Element	Internal Order No.
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Year 1 \$ _____

Year 2 \$ _____

Year 3 \$ _____

4. Project Manager: _____

5. Contract Term: _____

Justify if more than 12 months: _____

6. Title: _____

Objective: _____

7. Payment: Actual Costs Incurred Fee Schedule Hourly Other; specify:

Invoice Frequency: _____ If other, specify: _____

8. Documentation **must** accompany Request for Contract: (as applicable)

A. Scope of Services must include Deliverables, Budget and Reports (type, frequency and no. of copies)

B. Resumes (1 copy to be submitted with Consulting Service contracts)

C. Civil Service Form

D. Contract Certification Letter

E. Contract Justification Letter

F. Request for Sole Source Selection Form

G. Cost-benefit Analysis (For Professional, Personal & Consulting Contracts over \$50,000 and with a term > 6 months)

REQUEST FOR AMENDMENT

****Complete Items 1,3, 4, 5, 8, 9, 10, and 11 (as applicable). Include LaGov PO # in top right corner****

Reason for

9. Amendment _____

10. Type of Amendment Time Extension – Extend date to: _____

Scope of Services _____

Other (Explain) _____

Contract Increase _____

11. Existing Total Amt: _____	Total Amt of Increase: _____	Amended Total: _____
Existing Fed: _____	Increase Fed: _____	Total Fed: _____
Existing State: _____	Increase State: _____	Total State: _____
Existing Match: _____	Increase Match: _____	Total Match: _____

12. Additional Funding Source(s):

Funding Year	Amount	Fund	Cost Center	General Ledger No.	Grant No.	WBS Element	Internal Order No.
Year	\$ _____						
Year	\$ _____						
Year	\$ _____						

REQUEST FOR RFP

Complete Items 1, 2, 3, 4, 5, 6, 12, 13, 14, & 15. Provide documents specified in 16 (as applicable)

13. Methods for monitoring progress (monitoring plan): _____
 Methods for Measuring contractor performance: _____

14. Please indicate choice: Pre-proposal conference Written questions and answers

15. Requirements for cost proposal: _____

16. Justification (need for Contract): _____

17. Documentation **must** accompany Request for RFP (see Intranet under Contracts page for forms and samples):
- A. Statement of Work
 - 1. Brief background information (include goals and objectives)
 - 2. Scope of Services (SOS) (tasks to be performed by the Contractor)
 - 3. Progress Reporting (type, frequency, no. of copies)
 - 4. Deliverables (type and time frame)
 - 5. Other terms and conditions (work orders, minimum personnel qualifications, project management requirements DNR responsibilities, measurement and payment, etc.)
 - B. Rate Schedule
 - C. Criteria for evaluation and weights for each
 - D. Cost Benefit Analysis
 - E. Contract Certification Letter

FOR ADMINISTRATIVE SERVICES USE ONLY

Accounting Approval: _____ Date: _____

BA-22 BA-22 Not Applicable

Secretary Approval: _____ Date: _____