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KRISTY H. NICHOLS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Procurement

Memorandum OSP15-03

Date: September 19, 2014

To: All Agency Heads, Executive Counsel and General Counsel

From: Paul A. Holmes, Interim Director, Office of State Purchasing *P.A.H.*
Pamela Bartfay Rice, Interim Director, Office of Contractual Review

Subject: Attorney Case Handling and Billing Procedures

Commencing September 20, 2014, the Division of Administration through the Office of Contractual Review (to be merged into the Office of State Procurement on January 1, 2015) has adopted minimum attorney case handling and billing procedure requirements which shall become part of every professional contract for attorney services. These requirements will be published as PPM 50 in Title 4, Part V, Chapter 47 of the Louisiana Administrative Code, as part of several cost-savings and efficiency measures.

The new requirements will not replace an agency's existing case handling and billing procedures, but will serve as an agency's mandatory minimum case handling and billing procedures under each contract for attorney services entered into pursuant to Title 39 of the Revised Statutes. If an agency has no attorney case handling and billing procedures in place, PPM 50 shall serve by reference as its mandatory case handling guidelines and billing procedures.

By January 1, 2015, any agency which contracts for attorney services under Title 39 of the Revised Statutes and whose private legal counsel is approved through the Commissioner of Administration, shall have adopted agency-wide attorney case handling and billing procedures which incorporate PPM 50 as its minimum requirements.

Additionally, the Division of Administration has developed a pilot program for the institution of a standardized state-wide electronic billing system for attorney services for the purpose of improved accounting and auditing efficiencies. The pilot program will be implemented within the Division of Administration and then expanded to additional executive branch departments as resources and scheduling permits.

Any questions regarding PPM 50 or the institution of the electronic billing system pilot program should be directed to Pamela Bartfay Rice, Interim Director, Office of Contractual Review.