**Guidelines for Review of Contract Amendments**

**by**

**Office of State Procurement (OSP)**

**and**

**Joint Legislative Committee on Budget (JLCB)**

Information Technology contracts entered into pursuant to La. R.S. 39:198, for a period of more than three (3) years, shall be subject to prior approval of the Joint Legislative Committee on the Budget (JLCB) and the Office of State Procurement.[[1]](#footnote-1)

No agency shall request approval from the Joint Legislative Committee on the Budget (JLCB) unless the Office of State Procurement (OSP) has reviewed and verified that the amendment complies with the State Procurement Code and that JLCB approval is necessary.

**Steps to obtaining JLCB Review**

1. **Submit to OSP for Pre-approval**

* Agency determines its desired JLCB meeting date. JLCB process requires at least two meetings for the committee to take action. See Forms, Guidelines, and Memos on [OPB's website](https://www.doa.la.gov/doa/opb/forms/) and [*JLCB’s website*](https://jlcb.legis.la.gov/).
* Agency submits proposed, unsigned amendment, related attachments, and “Memo to OSP re: JLCB Pre-approval” to [felicia.sonnier@la.gov](mailto:felicia.sonnier@la.gov) at least thirty (30) calendar days before first JLCB meeting.
* OSP reviews and advises if it complies with the State Procurement Code.
* If approved, OSP will provide “OSP JLCB Pre-approval Memo” to agency for submission to JLCB, at least seventeen (17) calendar days before JLCB meeting.

1. **JLCB Review and Approval**

* Agency submits “OSP JLCB Pre-approval Memo” and **unsigned** amendment to JLCB for placement on agenda at least fourteen (14) calendar days before the desired meeting date. Contact the [JLCB Staff](https://jlcb.legis.la.gov/) for email instructions.
* Agency responds to inquiries from JLCB staff.
* Agency appears at first month’s JLCB meeting to introduce request.
* JLCB places item on next month’s meeting agenda.
* Agency appears at second month’s JLCB meeting to explain request and answer any questions from JLCB.
* JLCB takes action on the request (defer, approve or disapprove, etc.). If approved, JLCB staff provides stamped copy of approval.

1. **OSP Final Approval**

* Agency submits “Memo to OSP re JLCB approval” and **unsigned** amendment to OSP through LaGOV or PROACT, as appropriate.
* Agency must include JLCB approved copy, and all normal attachments required for final approval of an amendment. If review by the Purchasing Procurement Support Team (PST) is needed, OSP will schedule a meeting for review prior to final approval.

1. R.S. 39:198 (M)

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   |  | Any contract entered into for a period of more than three years as authorized by this Section shall be subject to prior approval of the Joint Legislative Committee on the Budget. |

   [↑](#footnote-ref-1)