

Office of State Procurement
State of Louisiana
Division of Administration

JEFF LANDRY
Governor



TAYLOR F. BARRAS
Commissioner of Administration

TO: All Agency Heads, Department Undersecretaries and Business Managers

FROM: Pamela Bartfay Rice, Esq., CPPO 
Assistant Director - Professional Contracts

DATE: February 22, 2024

RE: Legal Services Contracts - Attorney General Policy Changes

The Department of Justice (DOJ), Office of the Attorney General, has revised its policies regarding legal services contracts.

Contracts should be **submitted with a term of one year from the effective date** (start date) of the contract. Contracts will only be **extended two times**. If an agency, board, or commission wishes to extend the term prior to the contract expiring, an **amendment must be submitted for an additional one year term**. A sample provided by the DOJ can be found at the following link: <https://www.doa.la.gov/doa/osp/agency-resources/professional-contracts/>.

Additionally, pursuant to the authority of the Attorney General to supervise the representation of the state's interests, to ensure qualifications of counsel, and to exercise oversight over legal counsel for the state, the **Maximum Hourly Fee Schedule** (<https://www.doa.la.gov/media/uc5bwlro/legal-services-maximum-hourly-fee-schedule.pdf>) for professional legal services, has been revised.

The new schedule is as follows:

- \$350.00 per hour for Attorneys having experience of ten years or more in the practice of law.
- \$275.00 per hour for Attorneys having experience of five years to ten years in the practice of law.
- \$225.00 per hour for Attorneys having experience of three to five years in the practice of law.
- \$175.00 per hour for Attorneys having experience of less than three years in the practice of law.
- \$ 80.00 per hour for paralegal services.

Finally, State Boards and Commissions **are required to provide a copy of their meeting minutes** when submitting contracts, to confirm that the entity met and voted on the contract and its parameters. A sample provided by the DOJ can be found at the following link: <https://www.doa.la.gov/media/y4lawcqf/resolution-or-board-minutes-template.docx>.