

# OFFICE OF STATE PROCUREMENT PROFESSIONAL CONTRACTS CONSULTING OR SOCIAL SERVICES RFP SUBMISSION FORM

**Date:**

**Agency Name:**

**I.T. Services**

**Non- I.T. Services**

**PST Review Required? (I.T. over \$100,000):** Yes No

**If "I.T. Services", has OTS delegated this back to agency to proceed with RFP?** Yes No

If yes, include delegation of authority to procure services form from OTS.

**Description of Services:**

**New**

**Continuing Service**

**If new:**

**Expected amount of contract:**

**Means of Finance/Funding Source & Amounts:**

**Federal**

**State General Fund**

**Interagency Transfers**

**Fees & Self-Generated**

**Statutory Dedication**

**Name(s) of interested and/or known proposers:**

**If continuing service:**

**Name of current contractor:**

**Amount of contract:**

**CFMS/LaGov #:**

**Date RFP issued:**

**Is legal review at agency completed?** YES NO  
*(For DOA agencies-OGC approval required)*

**Key internal control?** YES NO

**Additional Comments:**

**NO RFP CAN BE RELEASED FOR ADVERTISEMENT BEFORE THE FINAL APPROVAL IS  
OBTAINED FROM THE OFFICE OF STATE PROCUREMENT|PROFESSIONAL  
CONTRACTS**