LOUISIANA DEPARTMENT OF TRANSPORTATION & DEVELOPMENT

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Bobby Jindal, Governor
Sherri H. LeBas, P.E., Secretary

DATE: July 9, 2013

TO: All DOTD Section Heads

FROM: Eric Kalivoda, DOTD Deputy Secretary EK

SUBJECT: Contract Procurement Process for Retainer Contracts and Task Orders

DOTD is committed to continuously improving the process by which it procures contracts. The process for obtaining retainer contracts and task orders has recently been documented, reviewed and modified. The improvements identified for the process should help to decrease the amount of time it takes to procure a contract, as well as ensure that the funds are encumbered in the LaGov system.

In an effort to implement the improvements identified in the review, I am hereby requesting your compliance with the new process for obtaining retainer contracts and task orders, **effective Monday, July 15.** The new process is captured in the attached documentation.

A number of participants have a role in obtaining contracts for DOTD – including DOTD's Consultant Contract Services (CCS) Section, the Budget Section and the Project Manager/Contract Requestor, as well as the Federal Highway Administration (for federally funded projects). Each of these roles is defined in the attached process map.

In addition to the process documentation, you will find attached a copy of the "Task Order Request Form," which is required by the CCS Section to process a task order. As part of the new process, the CCS Section will reject any contract procurement request which does not include all the required documentation.

One of the major changes identified to improve the process is the use of Shopping Carts to secure the funds in LaGov. The project manager/contract requestor will be responsible for executing this part of the process, as noted the last page of the process map. A training workshop for entering Shopping Carts in LaGov, as well as other topics related to this new process, is being offered to Project Managers and support staff on July 10. The workshop materials will be available on the DOTD Intranet via the DOTD LaGov Information Site (http://ladotnet/administration/LaGov/).

Another major process change is that DOTD will no longer be required to send task orders to FHWA for approval (via the CCS Section). We will, however, be sending task orders for authorization of funds (via the Project Finance group). Please review the attached documentation for more details.

Thank you in advance for your cooperation. Should you require additional information, please contact Alan Dale at (225) 379-1401.

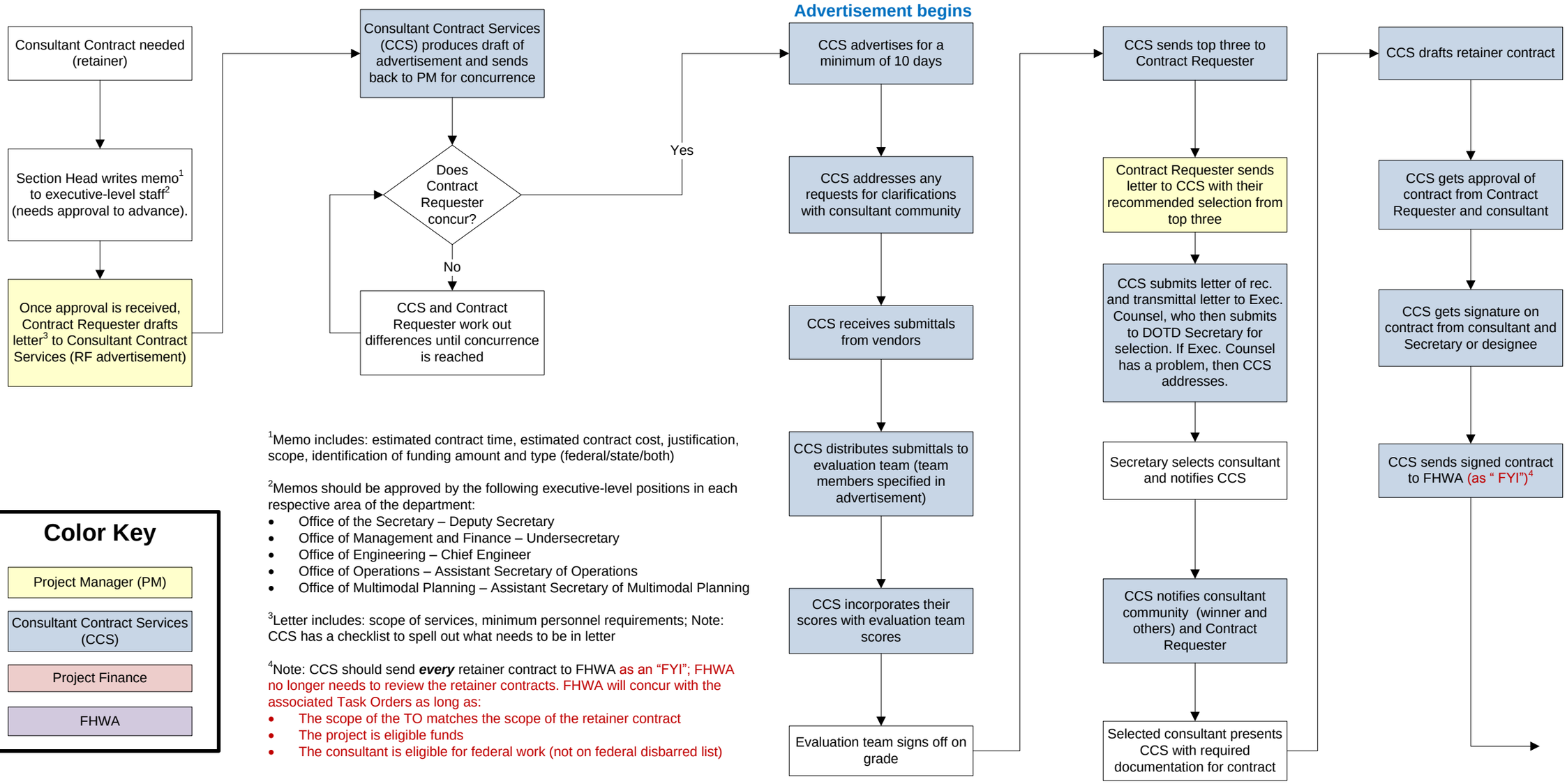
Attachments:

- Task Order Request Form
- Process Map

Procuring Title 48 Consultant Contracts (Retainer Contracts/Task Orders)

To-Be Process

August 2013



[1]Memo includes: estimated contract time, estimated contract cost, justification, scope, identification of funding amount and type (federal/state/both)

[2]Memos should be approved by the following executive-level positions in each respective area of the department:

- Office of the Secretary – Deputy Secretary
- Office of Management and Finance – Undersecretary
- Office of Engineering – Chief Engineer
- Office of Operations – Assistant Secretary of Operations
- Office of Multimodal Planning – Assistant Secretary of Multimodal Planning

[3]Letter includes: scope of services, minimum personnel requirements; Note: CCS has a checklist to spell out what needs to be in letter

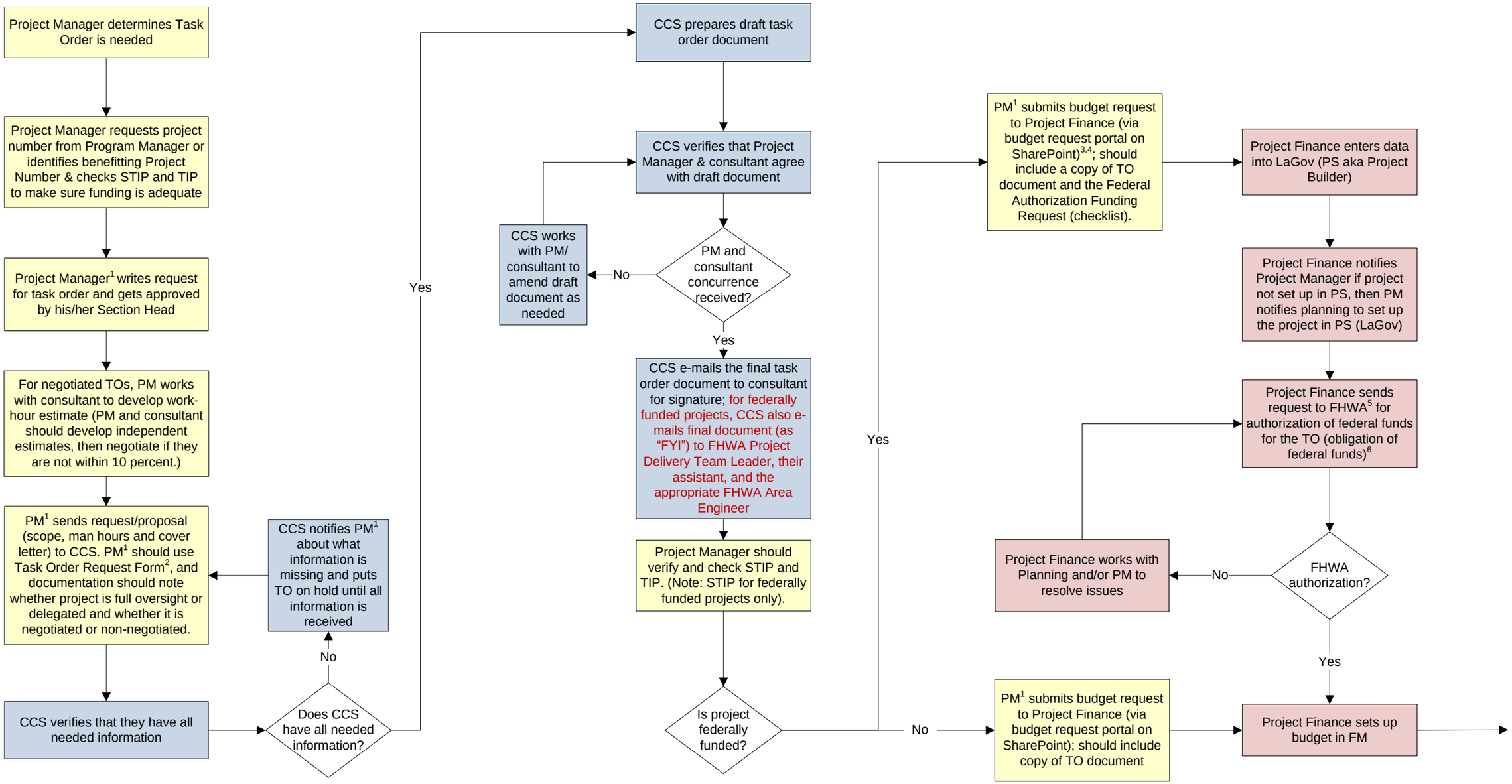
[4]Note: CCS should send ***every*** retainer contract to FHWA as an "FYI"; FHWA no longer needs to review the retainer contracts. FHWA will concur with the associated Task Orders as long as:

- The scope of the TO matches the scope of the retainer contract
- The project is eligible funds
- The consultant is eligible for federal work (not on federal disbarred list)

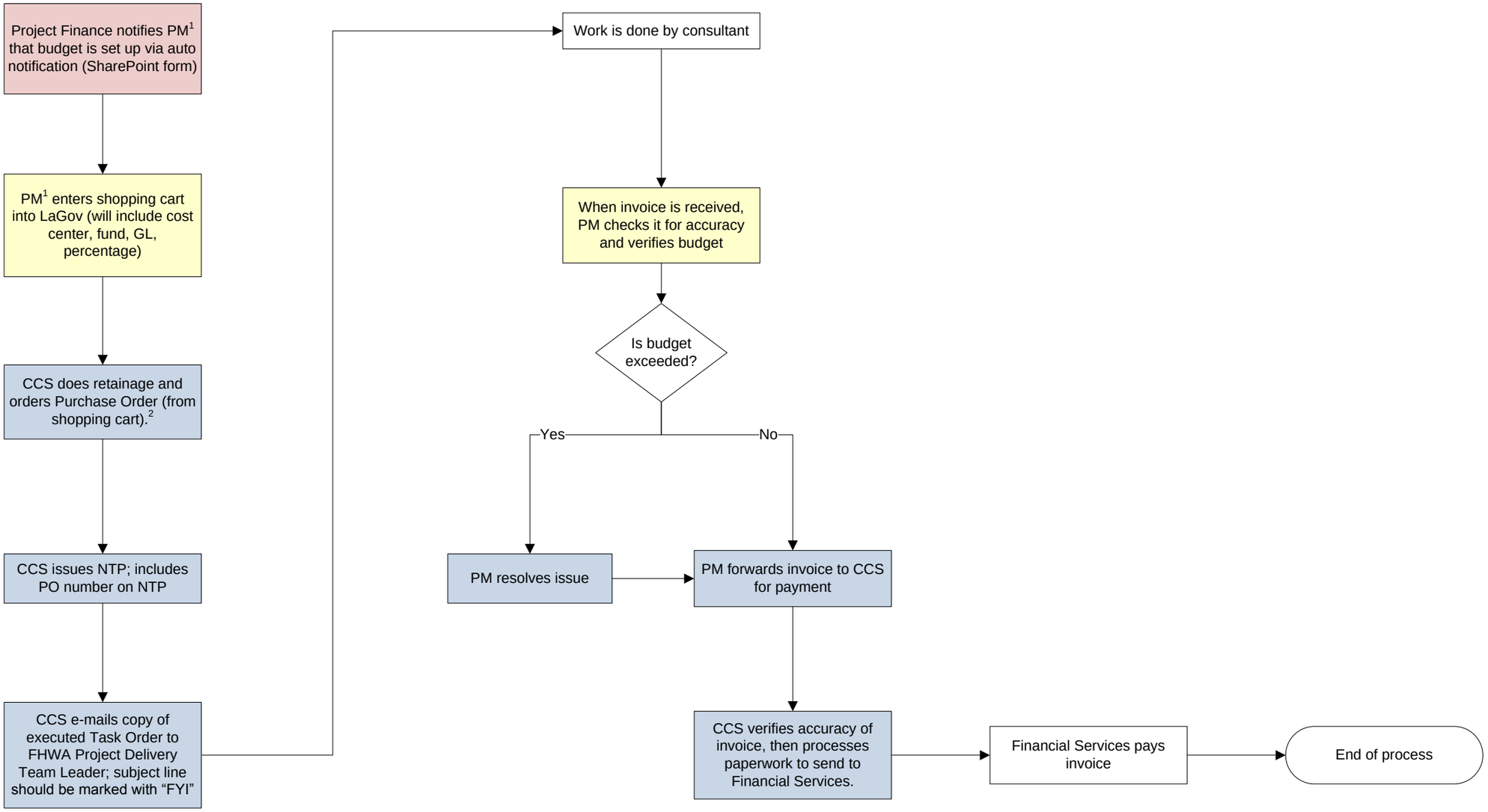
Color Key

- Project Manager (PM)
- Consultant Contract Services (CCS)
- Project Finance
- FHWA

Task Order Process begins



[1]Project Manager may designate to Task Manager or Retainer Contract Manager only if approved by the Head of the Project Management Division (currently Janice Williams). Exceptions will be approved on a case-by-case basis.
[2] The "Task Order Request Memo and Form" can be found on the CCS Intranet site, and it includes the full list of required documentation required.
[3]Budget Request Portal can be found on the DOTD Intranet site (http://dotdport/applications/br/default.aspx)
[4]Project Finance will reject the FHWA checklist from PM if it is not complete and signed.
[5]Send to FHWA Financial Specialist – In FMIS, submit Task Order Number and Retainer Contract number in state remarks
[6]For modifications or new Task Orders under an existing authorized phase, a checklist does not need to be sent if FHWA already has a checklist on file.



[1]Project Manager may designate to Task Manager or Retainer Contract Manager only if approved by the Head of the Project Management Division (currently Janice Williams). Exceptions will be approved on a case-by-case basis.
[2]For supplements and supplementary agreements, CCS will use info from shopping cart to add line item to original PO.