***DATE OF LETTER***

Ms. Pamela Bartfay Rice, Esq.  
Assistant Director, Professional Contracts  
Office of State Procurement  
P.O. Box 94095  
Baton Rouge, Louisiana 70804-9095

RE: Justification for Multi-Year Contract

Dear Ms. Rice:

Please consider this justification for the Department of ***(department name)*** to enter into a multi-year contract. Funds for the first fiscal year of this Contract are available and payment and performance for subsequent fiscal years shall be subject to the availability of funds.

***(Describe the services and justify why a contract should be extended beyond one year.)***

**The estimated requirements covering the period of the contract are reasonably firm and continuing and such a contract will serve the best interests of the State by encouraging effective competition or otherwise promoting economies in state procurement.**

If further information is needed, please call ***(phone number)*.**

Sincerely,

***NAME OF PREPARER  
TITLE***