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**Administration Division**  
**Louisiana Board of Regents**

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Administrative Procedures

AP – 1.1

Effective Date: 3/26/04

Updated 2/1/2017

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**SUBJECT**

Guidelines for Acceptable Amounts for Consulting, Personal, Professional or Social Services (PPCS) Contracts.

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**DEFINITIONS**

1. Individual Authorized to Sign Contracts for the Board of Regents is the Commissioner of Higher Education. However, the Associate Commissioner for Finance and Administration has been given delegation of authority by the Commissioner of Higher Education to sign contracts on behalf of the Board of Regents. All contracts should be forwarded to the Associate Commissioner for Finance and Administration for signature.
2. Louisiana Travel Guide (PPM49) is a guide available from the Office of State Travel to all staff containing the procedures that should be followed regarding travel. The guide can be found at <http://www.doa.la.gov/osp/Travel/travelpolicy/2016-17-TravelGuide.pdf>
3. Consulting Services means possessing specialized knowledge, experience, and expertise to investigate assigned problems or projects and to provide counsel, review, design, development, analysis, or advice in formulating or implementing programs or services.
4. Personal Services means work rendered by individuals which requires use of creative or artistic skills.
5. Professional Services means work rendered by an independent contractor who has a professed knowledge of some department of learning or science. For contracts with a total amount of \$50,000 or more, the definition of “professional services” shall be limited to lawyers, doctors, dentists, psychologists, certified advanced practice nurses, veterinarians, architects, engineers, land surveyors, landscape architects, accountants, actuaries, claims adjusters, and any other profession that may be added by regulations adopted by OSP per Louisiana Revised Statute 39:1556(42).
7. Social Services means work rendered by any person, etc., in furtherance of the

general welfare of the citizens of Louisiana.

8. Initiating Division means a division within the Board of Regents responsible for initiating the contracts under their authority, and ensuring division compliance with all applicable policies and procedures pursuant to said contracts.
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## GENERAL POLICY

All grants or contracts proposed must be initiated by the division of the Board of Regents that would be involved if the contract was approved. If applicable, the contract amount will be calculated in accordance with Louisiana Travel Guide (PPM49). When using federal funds and a conflict arises between this policy and that of the Federal Government, the more restrictive policy shall prevail.

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## PROCEDURE

When applicable, the amount of a new grant or contract may be established based on the following guidelines as witnessed by the contract calculation sheet:

1. **Airfare** - The Contractor will be responsible to acquire his/her own airfare. Should this amount be a reasonable rate, it will be included in the total cost of the contract.
2. **Honorarium / Fee** – The Contractor will be paid a rate to be based on the reasonable market rate for a professional in his/her field of expertise.
3. **Lodging** - Should be estimated using the standard lodging rates included in Louisiana Travel Guide (PPM49) plus an estimated tax amount.
4. **Meals** – Should be estimated using the appropriate tier included in the Louisiana Travel Guide (PPM49) which includes tax and tips. When estimating meals, the regulations about travel times must be taken into consideration.
5. **Incidentals** – An amount up to \$35 per day may be included to account for other incidentals such as, but not inclusive of, parking, tips, and telephone calls.

If it is found that any other amounts should be included, or special consideration outside of the Office of State Travel's PPM 49 should be allowed, prior approval should be sought from the Board of Regents' Deputy Commissioner for Finance and Administration and/or the State of Louisiana Commissioner of Administration.

The calculation sheet does not become a part of the contract – it is a tool that is used in negotiating the compensation of a contract. It is to be filed in the contract file maintained by BOR division responsible for executing the contract.

Cost-reimbursement contracts require a budget, which shall be attached and become part of the contract. Negotiated flat fee contracts do not require a budget. Hourly Rate contracts require a schedule of hourly rate(s), be included in the contract.

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**Administration Division**  
**Louisiana Board of Regents**

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Administrative Procedures

AP – 1.2

Effective Date: 3/26/04

Updated: 2/1/2017

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**SUBJECT**

Procedures for Executing Consulting, Personal, Professional or Social Services (PPCS) Contracts.

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**DEFINITIONS**

1. Individual Authorized to Sign Contracts for the Board of Regents is the Commissioner of Higher Education. However, the Associate Commissioner for Finance and Administration has been given delegation of authority by the Commissioner of Higher Education to sign contracts on behalf of the Board of Regents. Therefore, all contracts should be forwarded to the Associate Commissioner for Finance and Administration for signature.
2. Office of State Procurement's (OSP) Procedures for Submitting Contracts is a guide available to all staff containing the procedures that should be followed when submitting a contract to OSP for approval. This guide can be found at <http://www.doa.la.gov/Pages/osp/PC/procedure.aspx> .
3. Consulting Services means possessing specialized knowledge, experience, and expertise to investigate assigned problems or projects and to provide counsel, review, design, development, analysis, or advice in formulating or implementing programs or services.
4. Personal Services means work rendered by individuals which require use of creative or artistic skills.
5. Professional Services means work rendered by an independent Contractor who has a professed knowledge of some department of learning or science. For contracts with a total amount of \$50,000 or more, the definition of "professional services" shall be limited to lawyers, doctors, dentists, psychologists, certified advanced practice nurses, veterinarians, architects, engineers, land surveyors, landscape architects, accountants, actuaries, claims adjusters, and any other profession that may be added by regulations adopted by the OSP per Louisiana Revised Statute 39:1556(42).

6. Social Services means work rendered by any person, etc., in furtherance of the general welfare of the citizens of Louisiana.
  7. Initiating Division means a division within the Board of Regents responsible for initiating the contracts under their authority, and ensuring division compliance with all applicable policies and procedures pursuant to said contracts.
  8. Administration Division means the division of the Board of Regents responsible for the internal operations of the Board.
  9. Division of Administration means the State of Louisiana Division of Administration under the direction of the Commissioner of Administration.
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## GENERAL POLICY

All grants or contracts proposed must be initiated and approved by the division of the Board of Regents that would be involved if the contract was approved. Typically this will require the Head of the Division initiating the grant or contract; the BOR Program and Contract Manager and the Commissioner of Higher Education or Designee review and approve the contract before it leaves the Board of Regents' premises as an executed grant or contract.

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## PROCEDURE

**A new grant or contract will be prepared, approved, and routed as follows:**

1. **Each initiating division prepares the contracts under their authority, and then forwards the contracts to the BOR Program and Contract Manager, before the contract is sent to the Contractor, for determination of correct content and availability of funds.**
  - A. The contracts should be in the following standard format:
    - o Generic Contract (Professional, Consulting, Personal, and Social Services)

(Used for all contracts which are not for legal services, cooperative endeavors, or data processing) The contract should be accompanied by (a) a properly drawn and signed BA-22, (b) a completed and signed contract status form, (c) a calculation sheet detailing the travel expenses and the per diem, (if applicable) and (d) a spreadsheet showing a list of the previously obligated contracts to match the amount on the BA-22 (if applicable). Once approved, these forms are for internal use only and should remain in the files of the initiating division. The Louisiana Office of Student Financial Assistance (LOSFA) requires that the Contractor fill out a Form W-9 and include a phone number on the form in order to have a vendor number set up on ISIS. In addition, it is required that the

Contractor register as a vendor in the LaGov system at [https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest\\_user=self\\_reg](https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg) and that said registration is documented in the files of the initiating division.

- Legal Contracts

The contract should be accompanied by (a) a properly drawn and signed BA-22, (b) a completed and signed contract status form, (c) a calculation sheet detailing the travel expenses and the per diem, (if applicable) and (d) a spreadsheet showing a list of the previously obligated contracts to match the amount on the BA-22 (if applicable). Once approved, these forms are for internal use only and should remain in the files of the initiating division. The Louisiana Office of Student Financial Assistance (LOSFA) requires that the Contractor fill out a Form W-9 and include a phone number on the form in order to have a vendor number set up on ISIS. In addition, it is required that the Contractor register as a vendor in the LaGov system at [https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest\\_user=self\\_reg](https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg) and that said registration is documented in the files of the initiating division.

- Cooperative Endeavors Contracts

The contract should be accompanied by (a) a properly drawn and signed BA-22, (b) a completed and signed contract status form, (c) a calculation sheet detailing the travel expenses and the per diem, (if applicable) and (d) a spreadsheet showing a list of the previously obligated contracts to match the amount on the BA-22 (if applicable). Once approved, these forms are for internal use only and should remain in the files of the initiating division. The Louisiana Office of Student Financial Assistance (LOSFA) requires that the Contractor fill out a Form W-9 and include a phone number on the form in order to have a vendor number set up on ISIS. In addition, it is required that the Contractor register as a vendor in the LaGov system at [https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest\\_user=self\\_reg](https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg) and that said registration is documented in the files of the initiating division.

- Data Processing Contracts

(This standard data processing consulting contract format has been approved for use by the Office of Contractual Review and the Procurement Support Team [PST] and can be used for data processing consulting services when not using the State's Consulting and Support Service Agreement [CSSA]). The contract should be accompanied by (a)

a properly drawn and signed BA-22, (b) a completed and signed contract status form, (c) a calculation sheet detailing the travel expenses and the per diem, (if applicable) and (d) a spreadsheet showing a list of the previously obligated contracts to match the amount on the BA-22 (if applicable). Once approved, these forms are for internal use only and should remain in the files of the initiating division. The Louisiana Office of Student Financial Assistance (LOSFA) requires that the Contractor fill out a Form W-9 and include a phone number on the form in order to have a vendor number set up on ISIS. In addition, it is required that the Contractor register as a vendor in the LaGov system at [https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest\\_use\\_r=self\\_reg](https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_use_r=self_reg) and that said registration is documented in the files of the initiating division.

For every contract for the procurement of data processing consulting services in an amount greater than \$100,000, a Procurement Support Team shall be established by OSP to review the Request for Proposal (RFP) and the contract.

(B) In accordance with Louisiana Revised Statute 39:1613:

6. payments may be made to the Contractor in advance of services being performed if the following conditions are met:

The using agency (in this particular case the Board of Regents) has submitted, in writing, to the Division of Administration, Office of State Procurement, a certification that an advance is necessary in order to provide the services at the lowest total cost and that there is no other cost effective source of such advance funding. The certification shall include a narrative setting out the facts which necessitate the advance funding.

The advance is approved by the Director of OSP.

Except as may be otherwise provided by law, the amount of such advance shall be limited to a sum not to exceed twenty percent of the total contract amount, excluding travel advances which shall be governed by applicable regulations.

The Contractor is a nonprofit corporation.

7. If local matching funds are available to fund the advance, no state monies shall be advanced through the contract.

8. If federal funds are used for the advance, federal regulations and statutes shall govern the use and amounts of advance payments

made.

9. Interagency contracts as defined in R.S. 39:1556(30) are exempt from the provisions of Subsections B and C of this Section.

10. The provisions of this Section shall not be construed to authorize payments in advance of services to be performed pursuant to a professional service contract.

(G) State funds may be expended to fund the advance only in the same fiscal year in which the funds are appropriated.

(C) **If the contract exceeds \$20,000** and is with an entity that is not under the authority of the Board of Regents, or does not meet the criteria of another exemption, the initiating division will be responsible for acquiring and producing the required documentation for submission to OSP. A list of the required documentation can be found on the Division of Administration Office of State Procurement's website at <http://www.doa.la.gov/Pages/osp/PC/checklis.aspx>. The basic documentation is as follows:

- Transmittal Letter
- Original and two copies of the contract
- Two copies of a completed and signed budget form BA-22.
- If the contract is being submitted to OSP more than 60 days after the effective begin date, or if a cooperative endeavor agreement is submitted to OSP less than 45 days prior to its effective begin date, the initiating division must provide written justification for the delay in a late justification letter. In **no** case will a contract or amendment be approved if it is submitted after its termination date.
- The contract must be approved by the Louisiana Department of State Civil Service before it is sent to OSP, unless it is exempted by Civil Service. A list of exemptions can be found at <http://www.civilservice.louisiana.gov/Divisions/EmployeeRelations/Contracts.aspx>. If the contract does require Civil Service approval, a Civil Service Contract Request Form (CSCR1) must be completed and submitted to Civil Service. A copy of the approved CSCR1 should be included with the contract.
- The contract must be approved by the Legislative Auditor if auditing services are involved.
- The contract must be approved by the Office of Telecommunications if the contract contains any telecommunications services.
- The contract must be accompanied by a certification letter.
- The contract must be accompanied by a multi-year letter of justification of contract term if longer than 12 months.
- If the contract is for consulting services, the Contractor's resume' must be included with the contract.

- If the Contractor is an out-of-state corporation, and its employees will be in the state for 30 days or more, it must be registered with the Secretary of State and a copy of the Certificate of Authority must be included with the contract.
  - The application can be found at <http://www.sos.la.gov/BusinessServices/PublishedDocuments/326ApplicationofForeignCorporationforCertificateofAuthority.pdf>
  - If Contractor is an out-of-state corporation and doing *less than* 30 days work within the state, the Contractor is exempt from this requirement but an exemption letter must be executed and retained in the initiating division file and submitted to OSP, if applicable.
- If the Contractor is a corporation, profit or non-profit, the contract must be accompanied by a Board Resolution from the Board of Directors of the corporation authorizing the signature for the corporation.
- If the Contractor is a for-profit corporation whose stock is not publicly traded, proof that a disclosure of ownership form has been properly filed with the Secretary of State's Office should be submitted with the contract. That form can be found at [www.sec.state.la.us/comm/cforms/F-320.pdf](http://www.sec.state.la.us/comm/cforms/F-320.pdf).
  - If Contractor is an out-of-state corporation and doing *less than* 30 days work within the state, the Contractor is exempt from this requirement but an exemption letter must be executed and retained in the initiating division file and submitted to OSP, if applicable.
- Once approval is received from OSP, a copy of the fully executed contract should be sent to the Contractor and a copy should be sent to Gayle Daigle at LOSFA. A copy of the contract with original signatures and OSP approval must be retained in the contract file.

D. Contracts for consulting services which have a maximum amount equal to or greater than \$50,000 per 12 month period must be awarded by a Request for Proposal (RFP). The initiating division will be responsible for following the guidelines for the RFP process as outlined in the regulations of the Office of State Procurement. A list of the required documentation can be found on the Division of Administration Office of State Procurement's website at <http://www.doa.la.gov/Pages/osp/PC/contractsawardedrfp.aspx>. The basic documentation is as follows:

- Selection Memorandum from the Commissioner of Higher Education or Designee
- Proof of advertisement in accordance with Louisiana Revised Statutes Title 39:1595
- Summary of grades
- Grading sheets

- Copy of the RFP and any addenda
- Winning Proposal
- Questions received and answers issued (if applicable)
- Notice of award letter and loser letters
- Contract which includes all standard clauses as well as the Entire Agreement and Order of Precedence clauses and appropriate language regarding independent assurances if key internal controls have been outsourced

Per Louisiana Revised Statute 39:1621 certain consulting and data processing services RFP's and subsequent contracts require the review of the Procurement Support Team (PST) as assembled by OSP. More information may be found on the Division of Administration Office of State Procurement's website at <http://www.doa.la.gov/pages/osp/PC/pst.aspx> .

Contracts for legal services must have the approval of the Attorney General with concurrence by the Division of Administration Office of the General Counsel.

- E. Contracts for professional or personal services may be awarded without the necessity of competitive bidding. Social Services contracts may be awarded without competitive bidding only if OSP determines from a written statement that any one of the following conditions applies:

- Sole Source
- Appropriation bill Contractor
- Local matching funds greater than 10% of contract amount to be contributed by Contractor
- Nature of service being provided necessitates a continuity of Contractor
- Emergency which will not permit delay in procurement
- Total amount is less than \$150,000 per 12 month period.
- Contract is with another governmental entity
- Using federal funds

**2. The BOR Program and Contract Manager will review the contract for availability of funds and contract content. The BOR Program and Contract Manager will record the contract number, amount, dates, Contractor name, and principle investigator's name (if applicable) in the contracts database and assign the contract a payment ID number (PID).**

**3. After the BOR Program and Contract Manager has approved the contract, it will be sent back to the initiating division and that division will be responsible for mailing the contract to the Contractor for the appropriate signatures.**

**4. Once the contract returns and it has been signed by the Contractor, the**

**initiating division has the responsibility to obtain the signature of the Commissioner of Higher Education or Designee, and to send a fully executed copy of the contract to the Contractor and a copy to Gayle Daigle at LOSFA, if the contract does not have to be sent to OSP for approval. A copy of the contract with original signatures must be retained in the contract file.**

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**Administration Division**  
**Louisiana Board of Regents**

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Administrative Procedures

AP – 1.3

Effective Date: 3/26/04

Updated: 2/1/2017

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**SUBJECT**

Procedures for Executing Amendments to Consulting, Personal, Professional or Social Services (PPCS) Contracts.

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**DEFINITIONS**

6. Individual Authorized to Sign Contracts for the Board of Regents is the Commissioner of Higher Education. However, the Associate Commissioner for Finance and Administration has been given delegation of authority by the Commissioner of Higher Education to sign contracts on behalf of the Board of Regents. All contracts should be forwarded to the Associate Commissioner for Finance and Administration for signature.
7. Office of State Procurement's (OSP) Procedures for Submitting Contracts is a guide available to all staff containing the procedures that should be followed when submitting a contract to OSP for approval. This guide can be found at <http://www.doa.la.gov/Pages/osp/PC/procedure.aspx> .
8. Consulting Services means possessing specialized knowledge, experience, and expertise to investigate assigned problems or projects and to provide counsel, review, design, development, analysis, or advice in formulating or implementing programs or services.
9. Personal Services means work rendered by individuals which require use of creative or artistic skills.
10. Professional Services means work rendered by an independent Contractor who has a professed knowledge of some department of learning or science. For contracts with a total amount of \$50,000 or more, the definition of "professional services" shall be limited to lawyers, doctors, dentists, psychologists, certified advanced practice nurses, veterinarians, architects, engineers, land surveyors, landscape architects, accountants, actuaries, claims adjusters, and any other profession that may be added by regulations adopted by the OSP per Louisiana Revised Statute 39:1556(42).
11. Social Services means work rendered by any person, etc., in furtherance of the

general welfare of the citizens of Louisiana.

12. Initiating Division means a division within the Board of Regents responsible for initiating the contracts under their authority, and ensuring division compliance with all applicable policies and procedures pursuant to said contracts.
  13. Administration Division means the division of the Board of Regents responsible for the internal operations of the Board.
  14. Division of Administration means the State of Louisiana Division of Administration under the direction of the Commissioner of Administration.
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## **GENERAL POLICY**

All grants or contracts proposed must be initiated and approved by the division of the Board of Regents that would be involved if the contract was approved. Typically this will require the Head of the Division initiating the grant or contract; the BOR Program and Contract Manager and, the Commissioner of Higher Education or Designee review and approve the contract before it leaves the Board of Regents' premises as an executed grant or contract.

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## **PROCEDURE**

An amendment to an existing contract will be prepared, approved, and routed as follows:

1. The initiating division prepares the amendment under their authority. Before the amendment is sent to the Contractor, it is forwarded to the BOR Program and Contract Manager to determine correct content and availability of funds (if applicable). The amendment should be accompanied by:
  - (a) a completed and signed contract status form, and (b) a spreadsheet showing a list of the previously obligated contracts to match the amount on the BA-22 (if applicable). These forms are for internal use only and should remain in the files of the division that initiated the contract. If the amount of the contract compensation will change, the amendment should also be accompanied by (c) a properly drawn and signed BA-22.
1. The BOR Program and Contract Manager will review the amendment for content and availability of funds (if applicable). If approved, the BOR Program and Contract Manager will record the changes to the contract in the contracts database.
11. After the BOR Program and Contract Manager has approved the amendment, it will be returned to the initiating division and that division will be responsible for mailing the amendment to the contractor for the appropriate signatures.
12. Once the amendment returns and has been signed by the Contractor, the initiating division has the responsibility to obtain the signature of the Commissioner of Higher

Education, or Designee and to send a fully executed copy of the amendment to the Contractor and a copy to Gayle Daigle at LOSFA if the amendment does not require OSP approval. A copy of the amendment with original signatures must be retained in the contract file.

13. The amendment must go to OSP for review if:  
the original contract required OSP approval  
the amendment increases the total compensation above the amount of BOR's delegation of authority (\$20,000)

14. Amendments that do require OSP approval should be submitted to OSP with the following items:

- A transmittal letter
- Original and two copies of the amendment
- 2 copies of the completed and signed BA-22 if the amendment changes the amount of compensation

Once approval is received from OSP, a copy of the fully executed amendment should be sent to the Contractor and a copy should be sent to Gayle Daigle at LOSFA. A copy of the amendment with original signatures and OSP approval must be retained in the contract file

**Administration Division**  
**Louisiana Board of Regents**

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Administrative Procedures

AP – 1.4

Effective Date: 3/30/04

Updated: 2/1/2017

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**SUBJECT**

Payment Procedures for Consulting, Personal, Professional or Social Services (PPCS) Contracts

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**DEFINITIONS**

15. Individual Authorized to Sign Contracts for the Board of Regents is the Commissioner of Higher Education. However, the Associate Commissioner for Finance and Administration has been given delegation of authority by the Commissioner of Higher Education to sign contracts on behalf of the Board of Regents. All contracts should be forwarded to the Associate Commissioner for Finance and Administration for signature.
16. Consulting Services means possessing specialized knowledge, experience, and expertise to investigate assigned problems or projects and to provide counsel, review, design, development, analysis, or advice in formulating or implementing programs or services.
17. Personal Services means work rendered by individuals which require use of creative or artistic skills.
18. Professional Services means work rendered by an independent contractor who has a professional knowledge of some department of learning or science used. For contracts with a total amount of \$50,000 or more, the definition of “professional services” shall be limited to lawyers, doctors, dentists, psychologists, certified advanced practice nurses, veterinarians, architects, engineers, land surveyors, landscape architects, accountants, actuaries, claims adjusters, and any other profession that may be added by regulations adopted by the OCR.
9. Social Services means work rendered by any person, etc., in furtherance of the general welfare of the citizens of Louisiana.
10. Initiating Division means a division within the Board of Regents responsible for initiating the contracts under their authority, and ensuring division compliance with all applicable policies and procedures pursuant to said contracts.
11. Administration Division means the division of the Board of Regents responsible

for the internal operations of the Board.

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## **GENERAL POLICY**

All grant or contract payments must be initiated and approved by the division of the Board of Regents that initiated the contract. The Fiscal Administrator, and the Commissioner of Higher Education or Designee must also review and approve the payment before it leaves the Board of Regents' premises to be paid by the Louisiana Office of Student Financial Assistance (LOSFA)

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## **PROCEDURE**

15. The initiating division should submit the original invoice (if applicable), a copy of the payment page of the contract, the BA-22, and the updated contract status form to the Fiscal Administrator for payment. Division Head's initials should be provided on the copy of the payment page, the invoice (if applicable), and the contract status form with regards to the respective payment being processed.
16. The Fiscal Administrator will review the payment package for the signature of all appropriate parties (Contractor, Division Head), and for the payment to be justified in accordance with the terms of the contract.
17. The Fiscal Administrator will then enter the contract payment date and amount into the Board of Regents Central Contract Database and approve the payment by initialing and dating the contract status form.
18. The Fiscal Administrator then submits the payment package to the Deputy Commissioner for Finance and Administration, or Designee for his/her approval of payment as evidenced by his/her initials on the contract status form, the invoice and/or the contract payment page.
5. Upon approval by the Deputy Commissioner for Finance and Administration, or Designee, the payment package is forwarded to the appropriate person in the Administration Division for the preparation of the Check Requisition Form 125.
6. The payment package, along with all the supporting forms, is then returned to the initiating division. At this time, the initiating division will:
  - a. Submit the original form 125, the original invoice with original initials signifying payment approval, and a copy of the contract payment page with original initials to Gayle Daigle of the Louisiana Office of Student Financial Assistance (LOSFA).
  - b. Make copies of the form 125, the invoice, and the payment page and submit these copies to the Administration Division staff responsible for the budget associated with the payment.
  - c. Keep the contract with original signatures, the original BA-22 and the contract status form. Copies should be made of the form W-9, invoices, and the form 125 for Division's files.



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**Administration Division**  
**Louisiana Board of Regents**

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Administrative Procedures

AP – 1.5

Effective Date: 4/01/04

Updated: 2/1/2017

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**SUBJECT**

Performance Evaluation and Reporting Procedures for Consulting, Personal, Professional or Social Services (PPCS) Contracts.

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**DEFINITIONS**

19. Individual Authorized to Sign Contracts for the Board of Regents is the Commissioner of Higher Education. However, the Associate Commissioner for Finance and Administration has been given delegation of authority by the Commissioner of Higher Education to sign contracts on behalf of the Board of Regents. All contracts should be forwarded to the Associate Commissioner for Finance and Administration for signature.
20. Office of Contractual Review's (OSP) Procedures for Submitting Contracts is a guide available to all staff on the procedures that should be followed when it is necessary to submit a contract to OCR for approval or to submit a required report. This guide can be found at [www.state.la.us/OCR/procedure.htm](http://www.state.la.us/OCR/procedure.htm).
21. Consulting Services means possessing specialized knowledge, experience, and expertise to investigate assigned problems or projects and to provide counsel, review, design, development, analysis, or advice in formulating or implementing programs or services.
22. Personal Services means work rendered by individuals which require use of creative or artistic skills.
12. Professional Services means work rendered by an independent contractor who has a professional knowledge of some department of learning or science used. For contracts with a total amount of \$50,000 or more, the definition of "professional services" shall be limited to lawyers, doctors, dentists, psychologists, certified advanced practice nurses, veterinarians, architects, engineers, land surveyors, landscape architects, accountants, actuaries, claims adjusters, and any other profession that may be added by regulations adopted by the OSP.
13. Social Services means work rendered by any person, etc., in furtherance of the general welfare of the citizens of Louisiana.

14. Initiating Division means a division within the Board of Regents responsible for initiating the contracts under their authority, and ensuring division compliance with all applicable policies and procedures pursuant to said contracts.
  15. Division of Administration means the State of Louisiana Division of Administration under the direction of the Commissioner of Administration.
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## **GENERAL POLICY**

It is the responsibility of the initiating division to evaluate the contractor's performance in accordance with Revised Statute 39:1590, and to document that evaluation using a performance evaluation form. It is the responsibility of the BOR Program and Contract Manager to compile and transmit the Monthly Report to the Office of State Procurement.

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## **PROCEDURE**

1. A performance evaluation for every personal, professional, consulting or social service contract shall be prepared by the initiating division in accordance with Louisiana Revised Statute 39:1590. The performance evaluation shall be retained by the initiating division for all contracts approved under delegated authority. For all other contracts, the performance evaluation shall be submitted to the Office of State Procurement within 60 days after the completion of performance and no contract may be entered into by any division with any contractor for which a delinquent final evaluation report remains outstanding.

Additionally, Performance Evaluations for contracts greater than or equal to \$250,000 shall be submitted to the Legislative Auditor.

2. The monthly report on all contracts entered into by the Board of Regents under delegation of authority will be compiled and submitted to the Division of Administration Office of State Procurement by the BOR Program and Contract Manager.