**STATE OF LOUISIANA**

**PARISH OF EAST BATON ROUGE**

**CONTRACT**

Be it known the Board of Regents of the State of Louisiana, hereinafter sometimes referred to as “State” or “Regents, and (Contractor Name and legal address including zip code), hereinafter sometimes referred to as “Contractor,” do hereby enter into this contract under the following terms and conditions:

**Scope of Services**

Contractor hereby agrees to furnish the following services:

Goals: *What is overall intent or outcome? Describe the general end results toward which effort is directed.*

Objectives: *Objectives are the specific steps/methods taken to accomplishing the contract’s goal*

Performance Measures: *How will contractor’s performance / accomplishments be measured?*

Monitoring Plan: *Contract monitoring is very important and the Contract Monitor must be familiar with all terms of the contract and responsible for all aspects of the monitoring plan. Should answer: How and with what frequency will performance be monitored? How will performance progress be reported (format and frequency)? How will performance data be validated (or audited) to ensure accuracy?*

*\*\*Example: This contract will be monitored by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or his/her designee. The Contract Monitor will work closely with the Contractor to review activities conducted and deliverables submitted by the Contractor throughout the term of the contract. The Contract Monitor will address any deficiencies, as well as a plan to correct said deficiencies, with the Contractor. During the term of the contract the Contractor shall immediately inform Contract Monitor of any problems, delays or adverse conditions which will materially affect the ability to attain contract objectives or prevent the meeting of time schedules and goals. Contractor’s notification shall be accompanied by a statement describing the corrective action taken or recommended by the Contractor, and any assistance which may be needed to resolve the situation. The Contract Monitor will report the Contractor’s overall performance on a contract evaluation form at the end of the contract term.*

Utility of Final Product*: Using agency needs to explain why this contract and its final product is beneficial to the agency. What is the utility of the final product/service -- as it relates to the agency and its overall mission and/or specific objectives?*

**Reporting (If Applicable):** *Reporting requirements should be specific and include a timeframe/deadline for submission.*

**Deliverables:** *Deliverables should be specific and include a timeframe/deadline for submission.*

**Payment Terms**

In consideration of the services described above, the State hereby agrees to pay the Contractor a maximum fee of (agreed upon payment in dollars ($\_\_\_\_\_\_)). Payment will be made only upon approval of (Name of authorized person). Insert PPM 49 Language as appropriate.

If progress and/or completion to the reasonable satisfaction of the State is obtained, payments are scheduled as follows:

 *(Include payment terms here - be specific. Should be tied to completed services such as deliverables, hours worked or units provided.)*

**Re-budgeting**

Expenditures of funds provided pursuant to this agreement must conform to the budget schedule entitled \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as reflected in Appendix \_\_ to this agreement. Any request to re-budget project funds must be requested in writing and will be at the discretion of the \_(Title)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. **Re-budgeting requests must be submitted in a timely manner and those requests received during the last 30 days of the contract term will not be considered.** Failure to follow the procedure as outlined may result in disapproval of the request.

**Taxes**

Contractor hereby agrees that the responsibility for payment of taxes from the funds thus received under this contract and/or legislative appropriation shall be Contractor’s obligation and identified under Federal tax identification number .

**Allowable Costs**

Allowable costs under this contract will be determined in accordance with the provisions of LSA-R.S. 39:1662, incorporated herein by reference, and in accordance with other applicable state and federal laws.

**Public Liability**

Contractor shall indemnify and hold the Regents harmless against any and all claims, demands, suits, and judgments of the sums of money to any party for loss of life or injury or damage to person or property growing out of, resulting from, or by reason of, any negligent act or omission, operation or work of Contractor or its employees while engaged upon or in connection with the services required or performed by Contractor hereunder.

**Claims for Liens**

Contractor shall be solely liable for and shall hold the Regents harmless for any and all claims or liens for labor, services, or materials furnished to Contractor in connection with the performance of its obligations under this agreement.

**Termination for Cause**

The State may terminate this contract for cause based upon the failure of Contractor to comply with the terms and/or conditions of the contract; provided that the State shall give Contractor written notice specifying Contractor’s failure. If within thirty (30) days after receipt of such notice, Contractor shall not have either corrected such failure or, in the case which cannot be corrected in thirty (30) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the State may, at its option, place Contractor in default and the contract shall terminate on the date specified in such notice. Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the State to comply with the terms and conditions of this contract; provided that Contractor shall give the State written notice specifying the State’s failure and a reasonable opportunity for the State to cure the defect.

**Termination for Convenience**

The State may terminate the contract at any time by giving thirty (30) days written notice to Contractor. Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

**Remedies**

Any claim or controversy arising out of this agreement shall be resolved by the provisions of LSA - R.S. 39:1672.2 - 1672.4.

**Governing Law**

This Contract shall be governed by and interpreted in accordance with the laws of the State of Louisiana, including but not limited to La. R.S. 39:1551-1736; rules and regulations; executive orders; standard terms and conditions, special terms and conditions, and specifications listed in the RFP(if applicable); and this Contract. Venue of any action brought, after exhaustion of administrative remedies, with regard to this Contract shall be in the Nineteenth Judicial District Court, Parish of East Baton Rouge, State of Louisiana.

**Ownership**

All records, reports, documents and other material delivered or transmitted to Contractor by the State shall remain the property of the State, and shall be returned by Contractor to the State, at Contractor’s expense, at termination or expiration of this contract. All records, reports, documents, or other material related to this contract and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of the State, and shall, upon request, be returned by Contractor to the State, at Contractor’s expense, at termination or expiration of this contract.

**Commissioner’s Statements**

 Statements, acts and omissions made by or on behalf of the Commissioner of Administration regarding the RFP or RFP process, this Contract, any Contractor and/or any subcontractor of the Contractor shall not be deemed a conflict of interest when the Commissioner is discharging his/her duties and responsibilities under law, including, but not limited, to the Commissioner of Administration’s authority in procurement matters.

**Contractor’s Cooperation**

 The Contractor has the duty to fully cooperate with the State and provide any and all requested information, documentation, etc. to the state when requested. This applies even if this Contract is terminated and/or a lawsuit is filed. Specifically, the Contractor shall not limit or impede the State’s right to audit or shall not withhold State owned documents.

**Assignment**

Contractor shall not assign any interest in this contract and shall not transfer any interest in same (whether by assignment or novation), without prior written consent of the State, provided however, that claims for money due or to become due to the Contractor from the State may be assigned to a bank, trust company or other financial institution without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the State.

**Auditors**

The Contractor shall maintain all books, records, documents, papers, accounting records and other evidence pertaining to costs incurred, and shall make such materials available at all reasonable times during the contract period and three (3) years from the date of final payment, for inspection by the Regents, Legislative Auditor, and/or auditors from the Governor’s Office, Division of Administration. Copies thereof shall be furnished if requested. The Regents, as well as the Legislative Auditor of the State of Louisiana and/or the Office of the Governor, Division of Administration auditors, shall be entitled to audit the books, documents, papers and records of the Contractor which are reasonably related to this contract.

**Amendments in Writing**

Any alteration, variation, modification, or waiver of provisions of this contract shall be valid only when it has been reduced to writing, executed by all parties and approved in accordance with Chapter 17 of the Louisiana Procurement Code.

**Fiscal Funding**

The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

**Expenditures of Funds**

The funds designated for fulfillment of services to be performed under the terms of this agreement shall be expended or encumbered by the end of the agreement term. Expenditures of funds provided pursuant to this agreement must conform to the budget schedule entitled \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and attached as Appendix \_\_ to this agreement. All valid encumbrances in effect at the end of this agreement must be liquidated within 30 days after the end of this agreement. **All unspent and/or unobligated funds shall be remitted to the Regents simultaneously with the Final Expenditure Report.**

**Term of Contract**

This contract shall begin on and shall terminate on .

**Discrimination Clause**

The contractor agrees to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, and contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Contractor agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, disability, or age in any matter relating to employment. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

**Continuing Obligation**

Contractor has a continuing obligation to disclose any suspensions or debarment by any government entity, including but not limited to General Services Administration (GSA). Failure to disclosed may constitute grounds for suspension and/or termination of the Contract and debarment from future Contracts.

**Eligibility Status**

Contractor, and each tier of Subcontractors, shall certify that it is not on the List of Parties Excluded from Federal Procurement or Nonprocurement Programs promulgated in accordance with E.O.s 12549 and 12689, "Debarment and Suspension," as set forth at 24 CFR part 24.

THUS DONE AND SIGNED ON THE DATES INDICATED BELOW:

**WITNESSES: Contractor (*Name of Entity/Person as applicable*)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_**

 Authorized Person Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Title

 **Board of Regents of the State of Louisiana**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_**

 **Commissioner of Higher Education, Date**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **or Designee**