

Procedures for Submitting Contracts

Procedures for Submitting Contracts for Professional, Personal, Consulting, Social Services, and Interagency Agreements to Business Affairs (excluding Legal and Cooperative, contact [Purchasing](#))

NOTE: All documents can be accessed via the [Purchasing website](#) under Professional Services User Documents.

- _____ 1. The original of the Contract for Professional, Personnel, Consulting Services must be submitted to Business Affairs.
- _____ 2. Contracts should be sent to Business Affairs prior to effective date of contract, however, if submitted later than sixty days after the effective date, you must provide written justification for the delay. (**See Justification for Late Contract Submittal Letter**)
- _____ 3. If a contract is disapproved for any reason, steps for payment when the contractor has performed work under a disapproved contract are spelled out under **Louisiana Revised Statutes Title 39:1672.2**.
- _____ 4. Contain a description of work to be performed including **Goals and Objectives**, deliverables, performance measures and a monitoring plan.

***NOTE:** All contracts and supporting attachments for contracts \$50,000 and greater, and contracts with a term greater than 12 months submitted to Purchasing must be ORIGINAL documents signed in ink. (Scanned or Copies should not be submitted to NSU Purchasing) Copies of submitted contracts should be retained in a Departmental File.*

- _____ 5. Be approved by the Attorney General and concurred with by Office of Risk Management if it is for legal services. (via ProAct, Purchasing Office)
- _____ 6. Be approved by Joint Legislative Committee on the Budget (JLCB) if contract total is greater than \$40,000 per twelve (12) month period. (via ProAct, Purchasing Office)
- _____ 7. Be approved by appropriate education governing board, if applicable University of Louisiana System. (via ProAct, Purchasing Office)
- _____ 8. Be approved by the Office of Telecommunications Management if the contract contains any telecommunications services. (via ProAct, Purchasing Office)
- _____ 9. Be approved by Civil Service if contract amount is \$20,000 and greater. (**SCS Agency Request Form & Instructions**)
- _____ 10. Be accompanied by a signed budget form **BA-22. (Purchasing completes BA-22)**
- _____ 11. Be accompanied by a **Certification Letter** without Cost Benefit Analysis (CBA) unless the maximum amount is less than \$5,000. If contract is \$40,000 or greater, a certification letter with CBA is required.
- _____ 12. Be accompanied by a **Justification for Multi-Year Contract Letter** if contract term is greater than 12 months.
- _____ 13. Be accompanied by an **IRS W-9**, if vendor is not listed in FTIIDEN.

- _____ 14. Be accompanied by a **Justification for Late Contract Submittal Letter** if contract is received in Business Affairs more than 60 days past the beginning of the contract.
- _____ 15. Be accompanied by a **Exemption Determination Letter** for spending freeze BJ 2015-11 (Contracts \$40,000 and greater).
- _____ 16. Travel must be in accordance with PPM 49 State Travel regulations if travel is to be reimbursed as a part of the contract.
- _____ 17. If the contract is for consulting services, the contractor's resume must be included with contract.
- _____ 18. If the contractor is an out-of-state corporation, it must be registered with the **Secretary of State** and a copy of the **Certificate of Authority** should be included with contracts (\$20,000 and greater).
- _____ 19. If the contractor is a corporation, profit or non-profit, contract must be accompanied by a **Board Resolution** from the Board of Directors of the corporation authorizing the signature for the corporation (contracts \$20,000 and greater).
- _____ 20. 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 (contracts \$20,000 and greater).
- _____ 21. Consulting service contracts for \$50,000 or more must be let by a Request for Proposals process as outlined in the regulations of Business Affairs.
- _____ 22. Social Services contracts for \$250,000 or more annually must be let by a Request for Proposals process as outlined in the regulations of Business Affairs unless specifically exempt in accordance with Louisiana Revised Statutes Title 39:1494.1.
- NOTE:** Certain consulting and data processing services RFP's and subsequent contracts require the review of the **Procurement Support Team**.*
- _____ 23. **Performance Evaluation** or monitoring reports are the responsibility of the Department and are due in Business Affairs within 60 days after termination of contract. Please be sure to include CFMS# on report. Additionally, reports must be sent to the Office of the Legislative Auditor for all contracts equal to or greater than \$250,000.