



FOR CIVIL SERVICE USE ONLY

Effective Date of Contract	Approval Date	
	SCS Commission Approval (if required)	SCS Approval (Initial and Date)
Comments		

COMPLETE THE FOLLOWING INFORMATION FOR REQUESTS DEALING WITH THE CONTRACTING OF STATE SERVICES AND/OR STATE PERSONNEL

Agency Name	Personnel Area Number	Agency Number
Northwestern State University	631	1901

CONTRACT INFORMATION

Contract #	Name of Contractor	
Is this an amendment to an existing contract?	If yes, OCR # (if applicable)	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Start Date of Contract	End Date of Contract/Amendment	Dollar Amount of Contract (Including Amendment)

CONTRACT DETAILS PROVIDED BY AGENCY TO SCS

Provide a brief overview of services to be performed to include the following:

Services to be replaced/provided by a contractor:

Advantages of contracting out services:

Justification for contracting out services:

POTENTIAL IMPACTS ON CLASSIFIED STATE EMPLOYEES

Will this contract result in the removal of responsibilities from one or more classified state employees?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Will this contract establish a relationship wherein an employee or official of the state takes the following actions:

Determines the work hours of the person performing the contractual services	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Determines the day to day duties of that person	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Approves the absences from the work place of that person	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If the answer to all of the previous four questions is "NO," please email this completed form to DSCScontractreview@la.gov or send it in PROACT for SCS approval. If the answer to any of the questions is "YES," please complete the "Notification of SCS Commission's Authority on Contracts" portion of the form and then submit two copies of the proposed contract with this form to the Department of State Civil Service, Employee Relations Division, P.O. Box 94111, Baton Rouge, LA 70804-9111.

NOTIFICATION OF SCS COMMISSION'S AUTHORITY ON CONTRACTS

An agency requesting approval of an outsourcing contract which will result in the involuntary displacement of a classified employee must have the State Civil Service Commission's approval as provided in Civil Service Rule 2.9(h). The Commission will review all request for contract approval under the following guidelines:

1. The Commission will review all contracts that directly affect civil service employees within in a reasonable period of time to the contract's implementation.
2. The Commission will ensure that classified employees are competitively selected on the basis of merit, free from political influence, and will protect classified employees from dismissal or disciplinary actions for religious or politically-motivated reasons.
3. The Commission will approve contracts that are entered into for reasons of efficiency and economy, provided that the decision to privatize is made without political motivation as to the civil servants.
4. The Commission will request all documents from the agency which are necessary to determine if any classified employee will be involuntarily displaced from civil service and if so, whether the contract was entered into for reasons of efficiency and economy and not for politically-motivated reasons.
5. The Commission will not determine whether a service should or could be provided within the classified system, whether the contract is in the best interest of the State, or whether the fiscal restraints presented by the state justify privatization.
6. The Commission will challenge in the court system of Louisiana any contract that it has good cause to believe was entered into as a pretext for the discriminatory dismissal or treatment of civil servants for religious or political reasons.

APPOINTING AUTHORITY ACKNOWLEDGEMENT FOR CONTRACTS REQUIRING SCS COMMISSION APPROVAL

I hereby acknowledge that I have reviewed the information listed above pertaining to the authority of the Civil Service Commission in relation to contracts and further verify, to the best of my knowledge, that the proposed contract has been entered into for reasons of efficiency and economy and not for politically motivated reasons.

Name of Appointing Authority	Date
Dr. Marcus Jones	

Title of Appointing Authority
President

AGENCY INFORMATION

Signature of Appointing Authority or Designee	Date

Title of Person Signing this Request

Contact Information (Human Resources Contact)

Name	Veronica M. Biscoe		
Email	ramirezv@nsula.edu	Phone Number	(318) 357-6359



Civil Service Rule 3.1(o) requires the Director to review agencies' proposed contracts for personal services to determine whether classified employees will be involuntarily displaced due to the personal service contract. If so, Rule 2.9(h) requires the Commission to approve the contract. In order to determine if a contract will involuntarily replace a classified employee, the Director has established the following procedures for agencies to submit their proposed contracts for review.

- Contracts with a dollar value of \$20,000 or less are exempted from review.
- Contracts for certain specified services are also exempted by order of the Director as listed on the Civil Service website at <http://www.civilservice.louisiana.gov/Divisions/EmployeeRelations/Contracts.aspx>
- For all other Contracts, the agency must complete a Contract Review. ***The "Contract Review – Agency Request Form" is a required component of every contract and will assist Agencies in completing the contract review.***

Steps for Completing the Contract Review – Agency Request Form:

1. Complete the first portion of the form which deals with contract information. If any of this information is not yet available, mark the appropriate box with "N/A."
2. Provide a brief overview of services to be performed under the "Contract Details Provided by Agency to SCS" section of the form.
3. Identify potential impacts on classified state employees by answering the following questions:
 - a. Will this contract result in the removal of responsibilities from one or more classified state employees?
 - b. Will this contract establish a relationship wherein an employee or official of the state takes the following actions:
 - i. Determines the work hours of the person performing the contractual services
 - ii. Determines the day-to-day duties of that person
 - iii. Approves the absences from the work place of that person
4. If the answer to any of these questions is "Yes," review the portion of the form entitled "Notification of SCS Commission's Authority on Contracts" and the acknowledgment of the Commission's authority on contracts. This signature must be from the Appointing Authority, and is a required part of the contract review process.
5. The agency must contact the SCS Employee Relations Division for further discussion. The agency must submit one copy of the proposed contract, along with the completed Contract Review form to a SCS Employee Relations Division Consultant, at which time the agency may be asked to provide additional information. If the proposed contract will result in the involuntary displacement of classified employees, the SCS Commission will require the agency to appear at a public meeting to explain the proposal. Specifically, the agency will be asked to provide information describing:
 - a. The business need/rationale for contracting the service
 - b. The economy and efficiency the state will realize through contracting the service
 - c. How many classified employees will be impacted by the contract
 - d. What provisions for alternate employment is being offered to those impacted employees

Contracts Exempt From Civil Service Approval

FOR ALL AGENCIES

1. Any contract with a maximum amount payable of not more than \$20,000 for the fiscal year.
2. Interagency agreements involving only fund transfers.
3. Training contracts and workshops for a period of thirty days or less.
4. Medical contracts for amounts not exceeding \$30,000 for physicians, psychiatrists, psychologists, dentists, veterinarians, occupational therapists and physical therapists.
5. Legal and claims investigation contracts with the Office of Risk Management.
6. JTPA contracts.
7. Actuaries.
8. Architects.
9. Entertainers.
10. Guest lecturers.
11. Expert witnesses.
12. Services needed during a crisis situation such as loss of accreditation of a state hospital; imminent loss of life and certain hazardous environment situations.
13. Services performed by an independent contractor with no employer-employee relationship for work of limited duration (6 months or less) with a specific end date at which time the contractor delivers an end product, leaves the premises, and does not return.
14. Custodial or security guard services for a leased building or office space provided the contract will not cause need for a layoff.
15. Transcription services for an agency conducting hearings upon which hearing officers must depend in order to review cases and issue opinions.
16. Education consultants and research contracts from the Board of Regents.
17. Performance-based energy efficiency contracts. 12/07/93
18. Underwriter contracts for bond issuance. 8/26/96
19. Information technology Consulting and Support Services Contracts (CSSC) entered into through the Consulting and Support Services Agreement (CSSA), except when contract would or could result in the replacement of one or more classified employees. (If the contract agreement would or could result in the replacement of classified employees, the Contract Review Questionnaire must be completed and submitted to the Director of State Civil Service, along with the proposed contract.) 2/17/03
20. Incumbent Worker Training Program contracts to provide job skills training for employees of Louisiana-based companies.
21. Contract amendments except those that raise the cost of the contract.

Contracts Exempt From Civil Service Approval

ALL COLLEGES/UNIVERSITIES

1. Faculty members leading trips or doing research projects. 9/11/92
2. Continuing education workshops. 9/9/92
3. Supervising teachers and principals at universities.
4. Legal contracts from universities.
5. Education consultants and research contracts from the Board of Regents.
6. Medical/radiological contracts for care of students. 2/23/99
7. Interagency agreements/contracts with other universities for research projects. 2/23/99
8. Subcontracts/subgrants using federal funds to conduct research projects. 2/23/99
9. Professional design/engineering services for building/construction efforts. 2/23/99
10. Radio/TV broadcasters for university sports. 2/23/99
11. Instructors for various classes in Continuing Education Program, revenues generated by registration fees. 2/23/99
12. Banking services for colleges and universities.