A. Contract(s) with Annual Total of $20,000 or Less:

Initiating Campus:

☐ Submitted the NTCC Contract for Professional, Personal, Consulting and Social Services.

☐ Provide detailed Scope of Service, within contract that must include Purpose of contract, Goals, Objectives, Deliverables, Performance Measures and the Monitoring Plan.

☐ Obtained signatures of Contractor, and witnesses. [Contract should be emailed to the Director of Accounting for review prior to obtaining contractor signatures]

☐ Submitted the NTCC Request for Contract Approval Form for contracts $20,000 or less.

☐ Submitted the NTCC Certification Letter.

☐ Submitted the Cost-benefit analysis.

☐ Provided the NTCC Multi-Year Justification Letter, if the contract is longer than 12 months.

☐ Provided the NTCC Late Submittal Justification Letter, if contract is received at the NTCC more than 60 days past the beginning of the contract.

☐ If the contract is for consulting services, a resume of the contractor must be submitted; the resume must also be kept on file for a minimum of three (3) years by the campus.

☐ When a 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. LLC’s are not required to submit a board resolution.

☐ 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 Louisiana Secretary of State’s Office must be submitted with the contract. OCR will accept a printout of the vendor’s record from the Secretary of State’s database in cases when this is a requirement. LLC’s are not required to file a disclosure of ownership. If the contractor/consultant is doing business with the college in less than 30 days, then the disclosure of ownership is not required.

☐ If the contractor is an out-of-state corporation, it must be registered with the Secretary of State and a copy of the Certification of Authority should be included with contract. Limited Partnerships, Sole Proprietor’s, and LLC’s are not required to submit the certification of authority. If the contractor/consultant is doing business with the college in less than 30 days, then the certification of authority is not required.

☐ Retirement Plan Membership Disclosure must be completed and signed by the contractor.

☐ Provide the IRS W-9 or NTCC Vendor Setup Form, if contract is with a new vendor. A new vendor is defined as a new vendor in the state ISIS system, not necessarily the NTCC accounting system.
Performance Evaluation form should be completed and submitted to the Finance Office within forty-five (45) days of completion of performance of the contract.

NTCC Finance Office:
- Verified that funds were available and notified the NTCC Purchasing Dept. of expected contract expenditures.
- Verified that the contract and all attachments are in compliance with NTCC and OCR regulations.
- Completed and attached the NTCC BA-22 form to demonstrate funding source.
- Obtained approval and signature from the NTCC Vice Chancellor of Finance & Administration.
- Checked the retirement Plan Membership Disclosure to see if the contractor selected “yes” to any of the options. If yes, please notify the human resources department and check to see if OCR rules are met.
- Notified initiating campus of authorization to proceed with the contract.
- After all internal and external approvals received, sent a copy of the contract to the contractor.
- Performance Evaluation form should be received by the initiating campus within forty-five (45) days of completion of performance of the contract and kept on file.

B. Contract(s) with Annual Total of $20,000.01 to $49,999.99:

Initiating Campus:
- Submitted the NTCC Contract for Professional, Personal, Consulting and Social Services.
- In contract, provided detailed Scope of Service that must include Purpose of contract, Goals, Objectives, Deliverables, Performance Measures and the Monitoring Plan.
- Obtained signatures of Contractor, and witnesses. [Contract should be emailed to the Director of Accounting for review prior to obtaining contractor signatures]
- Submitted the NTCC Request for Contract Approval Form for contracts more than $20,000.01.
- Submitted the NTCC Certification Letter.
- Submitted the Cost-benefit analysis.
- Provided the NTCC Multi-Year Justification Letter, if the contract is longer than 12 months.
- Provided the NTCC Late Submittal Justification Letter, if contract is submitted to OCR more than 60 days past the beginning of the contract.
☐ If the contract is for consulting services, a resume of the contractor must be submitted; the resume must also be kept on file for a minimum of three (3) years by the campus.

☐ When a 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. LLC’s are not required to submit a board resolution.

☐ 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 Louisiana Secretary of State’s Office must be submitted with the contract. OCR will accept a printout of the vendor’s record from the Secretary of State’s database in cases when this is a requirement. LLC’s are not required to file a disclosure of ownership. If the contractor/consultant is doing business with the college in less than 30 days, then the disclosure of ownership is not required.

☐ If the contractor is an out-of-state corporation, it must be registered with the Secretary of State and a copy of the Certification of Authority should be included with contract. Limited Partnerships, Sole Proprietor’s, and LLC’s are not required to submit the certification of authority. If the contractor/consultant is doing business with the college in less than 30 days, then the certification of authority is not required.

☐ Retirement Plan Membership Disclosure must be completed and signed by the contractor.

☐ Provide the IRS W-9 or NTCC Vendor Setup Form, if contract is with a new vendor. A new vendor is defined as a new vendor in the state ISIS system, not necessarily the NTCC accounting system.

☐ Performance Evaluation form should be completed and submitted to the Finance Office within forty-five (45) days of completion of performance of the contract.

**NTCC Finance Office:**

☐ Submitted the NTCC Transmittal Letter.

☐ Verified that funds were available and notified the NTCC Purchasing Dept. of expected contract expenditures.

☐ Verified that the contract and all attachments are in compliance with NTCC and OCR regulations.

☐ Completed and attached three NTC BA-22 forms [one being the original] to demonstrate funding source.

☐ Obtained signatures from the NTCC Vice Chancellor of Finance & Administration.

☐ Checked the retirement Plan Membership Disclosure to see if the contractor selected “yes” to any of the options. If yes, please notify the human resources department and check to see if OCR rules are met.

☐ Submitted the contract with all signatures and attachments to Civil Service (unless exempted by Civil Service) and to the Office of Contractual Review (OCR).

☐ The original and two copies of the contract must be submitted to the Office of Contractual Review.
Notified the initiating campus of authorization to proceed with the contract.

After all internal and external approvals received, sent a copy of the contract to the contractor.

Performance Evaluation form should be received by the initiating campus within forty-five (45) days and submitted to the OCR within sixty (60) days of completion of performance of the contract.

C. Contract(s) with Annual Total of $50,000 or More:

Initiating Campus:

Submitted the NTCC Contract for Professional, Personal, Consulting and Social Services.

In contract, provided detailed Scope of Service that must include Purpose of contract, Goals, Objectives, Deliverables, Performance Measures and the Monitoring Plan.

Obtained signatures of Contractor, and witnesses. [Contract should be emailed to the Director of Accounting for review prior to obtaining contractor signatures]

Submitted the NTCC Request for Contract Approval Form for contracts $50,000 or more.

Submitted the NTCC Certification Letter.

Submitted the Cost-benefit analysis.

Provided the NTCC Multi-Year Justification Letter, if the contract is longer than 12 months.

Provided the NTCC Late Submittal Justification Letter, if contract is submitted to OCR more than 60 days past the beginning of the contract.

If the contract is for consulting services, a resume of the contractor must be submitted; the resume must also be kept on file for a minimum of three (3) years by the campus.

When a 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. LLC’s are not required to submit a board resolution.

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 Louisiana Secretary of State’s Office must be submitted with the contract. OCR will accept a printout of the vendor’s record from the Secretary of State’s database in cases when this is a requirement. LLC’s are not required to file a disclosure of ownership. If the contractor/consultant is doing business with the college in less than 30 days, then the disclosure of ownership is not required.

If the contractor is an out-of-state corporation, it must be registered with the Secretary of State and a copy of the Certification of Authority should be included with contract. Limited Partnerships, Sole Proprietor’s, and LLC’s are not required to submit the certification of authority. If the contractor/consultant is doing business with the college in less than 30 days, then the certification of authority is not required.
Contract Submittal Checklist
Northshore Technical Community College

- Retirement Plan Membership Disclosure must be completed and signed by the contractor.
- Provide the IRS W-9 or NTCC Vendor Setup Form, if contract is with a new vendor. A new vendor is defined as a new vendor in the state ISIS system, not necessarily the NTCC accounting system.
- Performance Evaluation form should be completed and submitted to the Finance Office within forty-five (45) days of completion of performance of the contract.

NTCC Finance Office:

- Submitted the NTCC Transmittal Letter.
- Verified that funds were available and notified the NTCC Purchasing Dept. of expected contract expenditures.
- Verified that the contract and all attachments are in compliance with NTCC and OCR regulations.
- Completed and attached three NTCC BA-22 forms [one being the original] to demonstrate funding source.
- Checked the retirement Plan Membership Disclosure to see if the contractor selected “yes” to any of the options. If yes, please notify the human resources department and check to see if OCR rules are met.
- Obtained signatures from the NTCC VC of Finance & Administration and the LCTCS Vice President for Finance and Administration. [submitted by the NTCC VC Finance & Administration]
- Secured the contract on the LCTCS Board agenda for LCTCS Board approval.
- Submit the contract with all signatures and attachments to Civil Service (unless exempted by Civil Service) and to the Office of Contractual Review (OCR).
- Notified the initiating campus of authorization to proceed with the contract.
- After all internal and external approvals received, sent a copy of the contract to the contractor.
- Performance Evaluation form should be received by the initiating campus within forty-five (45) days and submitted to the OCR within sixty (60) days of completion of performance of the contract.

Last Updated: 02/12/2014