



<b>Title:</b>	Contracts for Professional, Personal, Consulting, & Social Services
<b>Effective Date:</b>	07/01/2010
<b>Last Revision Date:</b>	02/13/2014
<b>Cancellation:</b>	FS1930:315
<b>Office:</b>	Finance (FIN)

### ***Contracts for Professional, Personal, Consulting, & Social Services***

Contracts for professional, personal, consulting and social services by Northshore Technical Community College (NTCC) must be in the best interest of the College. They are to only be used when it is ascertained that no one competent to perform the services being sought is available within the resources of the College. All such contracts are administered in compliance with the provisions of this policy and the methods established by the [Office of Contract Review](#), in accordance with the following regulations: Louisiana Revised Statutes, Chapter 16, *Professional, Personal, Consulting and Social Services Procurement*, Title 39, Sections 1482 – 1518 and the Division of Administration’s Office of Contractual Review’s *Procedures for Submitting Contracts for Professional, Personal, Consulting, Social Services and Interagency Agreements to the Office of Contractual Review for Approval*.

All faculty, staff, and student organization members are required to follow the methods and procedures specified in this policy regarding the use of contracts for professional, personal, consulting and social services. Only contracts for services obtained through these procedures are valid contracts of Northshore Technical Community College. ***Any contract or amendment to a contract entered into by a NTCC faculty or staff member without receiving notification from the NTCC Finance Office that the contract or amendment to a contract has received all necessary NTCC and external approvals, as outlined in this policy, will be the sole responsibility of the person entering into the unauthorized contract or unauthorized amendment to a contract.***

#### **1. PURPOSE**

To establish policies and procedures for administering contracts for professional, personal, consulting, and social services entered into by Northshore Technical Community College.

#### **2. SCOPE AND APPLICABILITY**

This policy and procedure applies to all employees and student organization members of Northshore Technical Community College involved with contracts for professional, personal, consulting and social services, entered into by NTCC.



### **3. DELEGATION OF SIGNATURE AUTHORITY**

The Vice Chancellor of Finance & Administration of Northshore Technical Community College has to sign and approve all contracts \$20,000 or less for personal, professional, consulting and social services entered into by NTCC as delegated by the Division of Administration's Office of Contractual Review, through the Board of Supervisors for the Louisiana Community & Technical College System (LCTCS).

*Any contract or amendment to a contract entered into by a NTCC faculty or staff member without receiving notification from the NTCC Finance Office that the contract or amendment to a contract has received all necessary NTCC and external approvals, as outlined in this policy, will be the sole responsibility of the person entering into the unauthorized contract or unauthorized amendment to a contract.* Depending on the circumstances, employees entering into unauthorized contracts may be subject to disciplinary action.

### **4. DEFINITIONS AND CLASSES OF CONTRACTURAL SERVICES**

#### **A. Professional, Personal, Consulting and Social Services Defined**

Louisiana Revised Statute 39:1484 defines the following classes of contractual services:

1. **Personal Services** - work rendered by individuals which requires the use of creative or artistic skills, such as, but not limited to, graphic artists, sculptors, musicians, photographers, and writers or which requires the use of highly technical or unique individual skills or talents, such as, but not limited to, paramedical; therapists, handwriting analysts, foreign representatives and expert witnesses for adjudications or other court proceedings.
2. **Professional Services** - work rendered by an independent contractor who has a professed knowledge of some department of learning or science used by its practical application to the affairs of others or in the practice of an art founded on it including, but not limited to lawyers, doctors, dentists, veterinarians, architects, engineers, landscape architects, accountants and claim adjusters. A professional is a vocation founded upon prolonged and specialized intellectual training which enables a particular service to be rendered. The work "professional" implies professed attainments in special knowledge as distinguished from mere skill. For contracts with a total amount of compensation of \$50,000 or more, the definition of professional service shall be limited to lawyers, doctors, dentists, veterinarians, architects, engineers, landscape architects, accountants, claim adjusters, psychologists, certified advanced practice nurses, land surveyors, actuaries, and any other professional that may be added by regulations adopted by the Office of Contractual Review of the Division of Administration.
3. **Consulting Services** - work, other than professional, personal or social service, rendered by either individuals, or firms who possess specialized knowledge, experience, and expertise to investigate assigned problems or projects and provide counsel, review, design, development, analysis, or advice in formulating or implementing programs or services or improvements in



programs or services, including, but not limited to, such areas as management, personnel, finance, accounting, planning, data processing, and advertising contracts except for printing associated therewith.

The term "*consulting service*" includes the procurement of supplies and services by a contractor without the necessity of complying with provisions of the Louisiana Procurement Code when such supplies and services are merely ancillary to the provision of consulting services under a contingency fee arrangement, even though the procurement of such supplies or services directly by a governmental body would require compliance with the Louisiana Procurement Code. Supplies or services ancillary to the provision of consulting services are those supplies or services which assist the contractor in fulfilling the objective of his contract where the cost for such supplies and services is less than the cost of providing consulting services, as determined by the using agency. No contract for consulting service as defined in this subparagraph shall be entered into unless it has been approved in advance by the Joint Legislative Committee on the Budget.

4. **Social Service** - means work rendered by any person, firm, corporation, organization, governmental body, or governmental entity in furtherance of the general welfare of the citizens of Louisiana, including but not limited to the following objectives.
  - a. **Rehabilitation and Health Support:** Services rendered by a contractor with special knowledge or service available to assist individuals to attain or maintain a favorable condition of physical and/or mental health. These services include but are not limited to health-related counseling; alcohol or drug abuse training and treatment; training to support emergency medical services; services to support family planning; counseling, delinquency prevention; genetic disease evaluation and counseling, community-based medical support services; evaluation and training of physically/mentally handicapped; and other services in support of same.
  - b. **Habilitation and Socialization:** Services rendered by a contractor with special knowledge to assist specified client groups to enhance their self-sufficiency or alleviate their dependency and/or isolation from the community. Services include, but are not limited to day care; work and training; early intervention for the mentally retarded, developmentally delayed, or physically handicapped; transportation for service access; homemaker, home management, and housing improvement services; in-home and out-of-home respite care; socialization services for low income and other special needs groups; nursing home ombudsman; nutritional, employment, case management, senior center activities, or other services to aid independent living by the elderly, and training and community planning services for same.
  - c. **Protection for Adults and Children:** Services rendered by a contractor to provide therapeutic intervention for adults or children who are in danger of or threatened with danger of physical or mental injury, neglect, maltreatment, extortion, or exploitation, including victims of family violence. These services include, but are not limited to



community planning for neglect/abuse; adoption; substitute care; education and training; crisis intervention type services; emergency shelter for victims of rape/family violence or services in support of same; training and evaluation services for same.

d. **Improvement of Living Conditions and Health:** Services rendered by an authorized contractor with special knowledge or services available to assist individuals to attain or maintain favorable conditions in which to live. These services include but are not limited to:

- (1) distribution of foodstuffs either purchased or that are made available from government-owned commodities,
- (2) determining the needs of the poor, and development of programs to distribute the available resources,
- (3) determining the needs of the poor and identifying programs to alleviate these poverty conditions,
- (4) providing services to respond to the educational/employment needs of eligible individuals in the communities needing these services. The primary purpose of this service is to provide the participating individuals with the skills necessary for them to advance socially, academically, and occupationally,
- (5) providing training and evaluation of services for any of the above services.

e. **Evaluation, Testing and Remedial Educational Services for Exceptional Handicapped or Learning Disabled Nonpublic School Students:** Services rendered by a contractor with special knowledge or services available to provide special educational and related services for exceptional or handicapped students voluntarily enrolled in approved nonpublic schools of Louisiana who are not otherwise provided with such services through either their local school program or through other services afforded to them by local school boards or other public agencies. These services may include but are not limited to identification, assessment, appraisal, and evaluation of exceptional or handicapped children; development of individualized education programs, and the providing of instructional and supportive services to such eligible students in accordance with the provisions of R.S. 17:1941, et seq. (Act 754 of 1977) and P. L. 94-142 and their regulations.

5. Performance-based energy efficiency contract means a contract for energy efficiency services and equipment in which the payment obligation for each year of the contract is either: (1) set as a percentage of the annual energy cost savings attributable to the services or equipment under the contract, or (2) guaranteed by the person under contract to be less than the annual energy cost savings attributable to the services or equipment under the contract.



Any state agency, board, or commission may enter into a performance-based energy efficiency contract for services and equipment. Any such agency, board, or commission shall contact the Division of Administration for assistance in preparation of the requests for proposals, analysis of the proposals, and development of the contract. The contract shall be considered a consulting services contract.

Performance-based energy efficiency contracts shall be awarded through a request for proposal process. Any performance-based energy efficiency contract entered into shall be for a period not to exceed 10 years and shall contain a guarantee of energy savings.

6. Interagency contracts between governmental entities as defined in R.S. 39:1484(23) for any of the services enumerated in 1, 2, 3, 4, or 5 above shall be governed by these regulations, **except that contracts between boards of higher education and their respective institutions shall be exempt.**

No NTCC employee shall enter into any contract or subcontract which is under the supervision or jurisdiction of NTCC for the services listed above. Compensation of this nature will be governed by the System's Extra Compensation Policy for all employees.

## **5. GENERAL PROVISIONS**

Contracts for professional, personal, consulting and social services may only be used when it is ascertained that no one competent to perform the services being sought is available within the resources of NTCC. In addition, no current state employee (at the NTCC or at any other state agency) may engage in the performance of a proposed contract except for the specific exceptions provided for in R.S. 39:1498.2. No former public employee shall, for a period of two years following termination of his public employment, render, on a contractual basis to or for the agency with which he was formerly employed, any services which such former public employee had rendered to the agency during the term of his public employment. This is applicable whether the individual resigned or retired from service.

Contracts funded fully or in part by federal, state, private, grant or any other restricted funds, in addition to meeting all requirements of this policy, must be in accordance with all applicable standards and regulations and must contain all necessary clauses required by the funding source.

Travel and other reimbursable expenses constitute part of the total maximum payable under the contract. When a contract is to include travel and/or other reimbursable expenses, the expenses are reimbursed in accordance with State of Louisiana General Travel Regulations. ***Prior to initiating a contract involving travel or reimbursable expenses, the initiating campus should consult with the NTCC Finance Office to determine correct contract language.***

As per OCR regulations, “the continuation of a 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.”

## 6. CONTRACT(S) WITH ANNUAL TOTAL OF \$20,000 OR LESS

Northshore Technical Community College has delegated authority to approve contract(s) totaling \$20,000 or less in one calendar year. The \$20,000 or less limit pertains to either one contract or a series of contracts with one particular vendor for the same scope of work throughout the duration of one calendar year. It is therefore not permissible to divide, artificially, a larger contract to constitute smaller contracts of \$20,000 or less over a given calendar year.

Contracts for \$20,000 or less are submitted on a NTCC Contract for Professional, Personal, Consulting and Social Services.

Once the contract is written, the initiating campus must secure signatures from contractor. Witness signatures *must* also be obtained for each signature.

As it is stated on the contract, *the contract is not valid until all appropriate approvals have been received.*

In addition, the initiating campus must submit the following documents,

- a) Request for Contract Approval a one-page form for contracts \$20,000 or less.
- b) Transmittal Letter to request review and approval in accordance with Louisiana Revised Statutes 39:1481 (Completed by the NTCC Finance Office—not the initiating campus)
- c) Certification Letter which certifies that no one at the College is competent to perform the contract services.
- d) A Cost-benefit analysis has been conducted which indicates that obtaining such services from the private sector is more cost-effective than providing such services by the agency itself or by an agreement with another state agency and includes both a short-term and long-term analysis and is available for review.
- e) BA-22 which provides the source of funding. (Completed by the NTCC Finance Office—not the initiating campus)
- f) Multi-Year Justification Letter if the contract duration exceeds 12 months.
- g) Late Submittal Justification Letter if contract is received at the NTCC more than 60 days past the beginning of the contract.



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- h) The Contractor resume if the contract is for consulting services. The contract originator/initiating campus must also keep the resume on file for a minimum of three (3) years.
- i) A Board Resolution from the Board of Directors of the corporation authorizing the signature for the corporation must accompany the contract when a contractor is a non-profit corporation or a for-profit corporation. LLC's are not required to submit a board resolution.
- j) Proof that a Disclosure of Ownership form is on file with the Louisiana Secretary of State's Office must accompany the contract if the contractor is a for-profit corporation that does not publicly trade stock. 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.
- k) A copy of the Certification of Authority should be included with contract certifying registration with the Secretary of State if the contractor is an out-of-state corporation. 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.
- l) IRS [W-9 Form](#) or NTCC Vendor Setup Form if the contract is with a new vendor.
- m) Retirement Plan Membership Disclosure form should be completed and signed by the contractor.
- n) Performance Evaluation form should be completed and submitted to the Finance Office within forty-five (45) days of completion of performance of the contract. The Finance Office will review and submit the performance evaluation [submitted by the initiating campus] to the Office of Contractual Review (if over \$20,000) within 60 days of completion of performance of the contract. The Finance Office will also submit contracts which exceed \$250,000 to the legislative auditor. ***Delinquent final evaluation reports prevent future contracting with the contractor per OCR regulations.***

Upon receipt of the appropriate signatures on the contract and the necessary attachments, the initiating campus will complete the NTCC Contract Submittal Checklist then submit the contract(s) with all appropriate attachments to the NTCC Finance Office for final College approval. The NTCC Finance Office verifies that funds are available and that the contract is written in accordance with OCR regulations. The NTCC Finance Office then secures the signature of the NTCC VC of Finance & Administration (required on all contracts). **Only after** all appropriate approvals have been completed is the initiating Campus authorized to instruct the contractor to begin performing contract services.



**7. CONTRACT(S) WITH ANNUAL TOTAL OF \$20,000.01 TO \$49,999.99**

Contract(s) totaling \$20,000.01 to \$49,999.99 in one calendar year require both internal and external approval. The \$20,000.01 to \$49,999.99 contract limit pertains to either one contract or a series of contracts with one particular vendor for the same scope of work throughout the duration of one calendar year. Therefore, it is not permissible to artificially divide a larger contract of \$50,000 or more so as to constitute smaller contracts with the same contractor for the same scope of work over a given calendar year.

Contracts for \$20,000.01 to \$49,999.99 are submitted on a NTCC Contract for Professional, Personal, Consulting and Social Services.

Once the contract is written, the initiating campus must secure signatures from the contractor. Witness signatures *must* also be obtained for each signature.

As it is stated on the contract, *the contract is not valid until all appropriate internal and external approvals have been received.*

In addition, the initiating campus must submit the following documents:

- a) Request for Contract Approval a one-page form for contracts over \$20,000
- b) Transmittal Letter to request review and approval in accordance with Louisiana Revised Statutes 39:1481 (Completed by the NTCC Finance Office—not the initiating campus)
- c) Certification Letter which certifies that no one at the College is competent to perform the contract services.
- d) A Cost-benefit analysis has been conducted which indicates that obtaining such services from the private sector is more cost-effective than providing such services by the agency itself or by an agreement with another state agency and includes both a short-term and long-term analysis and is available for review.
- e) BA-22 which provides the source of funding. (Completed by the NTCC Finance Office—not the initiating campus)
- f) Multi-Year Justification Letter if the contract duration exceeds 12 months.
- g) Late Submittal Justification Letter if contract is received at the NTCC more than 60 days past the beginning of the contract.





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- h) The Contractor resume if the contract is for consulting services. The contract originator/initiating campus must also keep the resume on file for a minimum of three (3) years.
- i) A Board Resolution from the Board of Directors of the corporation authorizing the signature for the corporation must accompany the contract when a contractor is a non-profit corporation or a for-profit corporation. LLC's are not required to submit a board resolution.
- j) Proof that a Disclosure of Ownership form is on file with the Louisiana Secretary of State's Office must accompany the contract if the contractor is a for-profit corporation that does not publicly trade stock. 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.
- k) A copy of the Certification of Authority should be included with contract certifying registration with the Secretary of State if the contractor is an out-of-state corporation. 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.
- l) IRS [W-9 Form](#) or NTCC Vendor Setup Form if the contract is with a new vendor.
- m) Retirement Plan Membership Disclosure form should be completed and signed by the contractor.
- n) Performance Evaluation form should be completed and submitted to the Finance Office within forty-five (45) days of completion of performance of the contract. The Finance Office will review and submit the performance evaluation [submitted by the initiating campus] to the Office of Contractual Review (if over \$20,000) within 60 days of completion of performance of the contract. The Finance Office will also submit contracts which exceed \$250,000 to the legislative auditor. ***Delinquent final evaluation reports prevent future contracting with the contractor per OCR regulations.***

Upon receipt of the appropriate signatures on the contract(s) and the necessary attachments, the initiating campus will complete the NTCC Contract Submittal Checklist then submit the contract with the appropriate attachments to the NTCC Finance Office for final College approval. The NTCC Finance Office verifies that funds are available and that the contract is written in accordance with OCR regulations. The NTCC Finance Office then secures the signature of the NTCC VC of Finance & Administration and then submits the contract and attachments to Civil Service (unless exempted by [Civil Service](#)) and the Office of Contractual Review for external approval. Once approved, the NTCC Finance Office notifies the initiating campus that contract



services may begin. Only after all appropriate internal and external approvals have been received is the initiating campus authorized to instruct the contractor to begin performing contract services.

#### 8. CONTRACT(S) WITH ANNUAL TOTAL OF \$50,000 OR MORE

Contract(s) totaling \$50,000 or more in one calendar year require LCTCS Board approval and the Office of Contractual Review (OCR) approval prior to contract award. The \$50,000 or more contract limit pertains to either one contract or a series of contracts totaling \$50,000 or more with one particular vendor for the same scope of work throughout the duration of one calendar year. Therefore, it is not permissible to artificially divide a larger contract of \$50,000 or more so as to constitute smaller contracts with the same contractor for the same scope of work over a given calendar year.

In accordance with OCR regulations, contracts of \$50,000 or more may require competitive negotiation and bidding depending on the nature of the contract. For contracts of \$50,000 or more, the initiating campus must contact the NTCC Finance Office to determine applicable OCR regulations and procedures regarding competitive negotiation or bidding.

Contracts for \$50,000 or more are submitted on a NTCC Contract for Professional, Personal, Consulting and Social Services.

Once the contract is written, the initiating campus must secure signatures from the contractor. Witness signatures *must* also be obtained for each signature.

***The contract is not valid until all appropriate internal and external approvals have been received.***

In addition, the initiating campus must submit the following documents:

- a) Request for Contract Approval a one-page form for contracts \$50,000 or more
- b) Transmittal Letter to request review and approval in accordance with Louisiana Revised Statutes 39:1481 (Completed by the NTCC Finance Office—not the initiating campus)
- c) Certification Letter which certifies that no one at the College is competent to perform the contract services.
- d) A Cost-benefit analysis has been conducted which indicates that obtaining such services from the private sector is more cost-effective than providing such services by the agency itself or by an agreement with another state agency and includes both a short-term and long-term analysis and is available for review.



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- e) BA-22 which provides the source of funding. (Completed by the NTCC Finance Office—not the initiating campus)
- f) Multi-Year Justification Letter if the contract duration exceeds 12 months.
- g) Late Submittal Justification Letter if contract is received at the NTCC more than 60 days past the beginning of the contract.
- h) The Contractor resume if the contract is for consulting services. The contract originator/initiating campus must also keep the resume on file for a minimum of three (3) years.
- i) A Board Resolution from the Board of Directors of the corporation authorizing the signature for the corporation must accompany the contract when a contractor is a non-profit corporation or a for-profit corporation. LLC's are not required to submit a board resolution.
- j) Proof that a Disclosure of Ownership form is on file with the Louisiana Secretary of State's Office must accompany the contract if the contractor is a for-profit corporation that does not publicly trade stock. 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.
- k) A copy of the Certification of Authority should be included with contract certifying registration with the Secretary of State if the contractor is an out-of-state corporation. 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.
- l) IRS W-9 Form or NTCC Vendor Setup Form if the contract is with a new vendor.
- m) Retirement Plan Membership Disclosure form should be completed and signed by the contractor.
- n) Performance Evaluation form should be completed and submitted to the Finance Office within forty-five (45) days of completion of performance of the contract. The Finance Office will review and submit the performance evaluation [submitted by the initiating campus] to the Office of Contractual Review (if over \$20,000) within 60 days of completion of performance of the contract. The Finance Office will also submit contracts which exceed \$250,000 to the legislative auditor. ***Delinquent final evaluation reports prevent future contracting with the contractor per OCR regulations.***

Upon receipt of the appropriate signatures on the contracts and the necessary attachments, the initiating campus will complete the NTCC Contract Submittal Checklist, then submit the contract(s)



with all appropriate attachments to the NTCC Finance Office for final college approval. The NTCC Finance Office verifies that funds are available and that the contract is written in accordance with OCR regulations. The NTCC Finance Office then secures the signatures of the NTCC VC of Finance & Administration. The Vice Chancellor of Finance & Administration will scan and email a copy of the signed contract and BA-22 to the LCTCS Director of Budget and the Vice President of Finance & Administration. The LCTCS Vice President for Finance and Administration will add the contract to the LCTCS Board agenda to obtain Board approval. **Agenda Item Requests from colleges are due the first Monday after a board meeting.** After the LCTCS board approves the contract, the Finance Office will submit the contract(s), LCTCS board approval, and attachments to Civil Service (unless exempted by [Civil Service](#)) and to the Office of Contractual Review for external approval. Once approved by OCR, the Finance Office notifies the initiating campus that contract services may begin. **Only after all** appropriate internal and external approvals have been received is the initiating campus authorized to instruct the contractor to begin performing contract services.

## 9. COORDINATION AND REPORTING OF CONTRACTS

The NTCC Finance Office coordinates the internal and external approval process. The NTCC Finance Office is responsible for competitive negotiation and bidding if required by state law, and payment of invoices for all contracts for professional, personal, consulting and social services. In addition, the NTCC Finance Office submits quarterly reports to the [Office of Contractual Review](#) (OCR) and the Board of Supervisors for the LCTCS for all contracts over \$2,000, in accordance with OCR guidelines. By tracking each specific contractor, description of services rendered, the dollar amount of each contract, and the source of funding, these quarterly reports ensure that the College is adhering to the proper procedures as determined by the OCR's established contract limits. It is the responsibility of the initiating campus to ensure that the total or detailed amount(s) of the contract is not exceeded when coordinating contracted services with the vendor. In the event a change needs to be applied to a contract, see the "Modification of Contract" section below. The Director of Accounting will review, coordinate, and manage all contracts and documents to ensure compliance with OCR guidelines. In the event that the Director of Accounting is not available, the VC of Finance & Administration will review and manage contracts and appropriate documents.

## 10. MODIFICATION OF CONTRACT(S)

All amendments to contracts for professional, personal, consulting and social services are coordinated through the NTCC Finance Office in accordance with OCR regulations. The initiating campus must notify the NTCC Finance Office **immediately** if a contract requires modification prior to negotiating with the vendor to amend a contract. Only after an amendment to a contract has been fully approved, those amended contracted services can begin. ***Under no circumstances can the contract be modified after the contract has expired.***



## **11. RESPONSIBILITIES AND ROUTING PROCEDURES**

- a) A draft copy of the contract should be forwarded to the Director of Accounting for review prior to anyone obtaining signatures from the contractor, consultant, or Vice Chancellor. After consulting with the NTCC Finance Office, the initiating campus submits the complete NTCC Contract for Professional, Personal, Consulting and Social Services, (including the Retirement Plan Membership Disclosure) with the signatures of the contractor, and all necessary attachments (as outlined in this policy) to the NTCC Finance Office at least fifteen (15) working days **prior to** the effective date of the contract. (For contracts more than \$20,000, which require Civil Service (unless exempted by [Civil Service](#)), OCR and LCTCS Board approval, the initiating campus should determine from the NTCC Finance Office a recommended effective date that would provide enough time for proper approval.) The Director of Accounting or his designee will complete and sign the BA-22 form as preparer and send to the VC of Finance & Administration for signature. The Finance Office will obligate the funds in the appropriate budgetary account. All required forms and documents are previously outlined in this policy.
- b) Upon receipt of the contract and all necessary documents as outlined in this policy, the Director of Accounting will review the contract and documents to ensure compliance with OCR guidelines. The Director of Accounting will coordinate with the Purchasing department to setup a new vendor number in the NTCC accounting system. After reviewing the contract and documents, the Director of Accounting will obtain the NTCC VC of Finance & Administration's signature and route the contract appropriately as outlined in this policy. The Director of Accounting will also record and report all contracts to the appropriate entities. A report for all contracts between \$2,000 and \$20,000 will be submitted to the Office of Contractual Review and LCTCS. An additional report for contracts between \$20,000.01 to \$49,999.99 will also be sent to LCTCS. The Director of Accounting will also keep a status report of all contracts. In the event that the Director of Accounting is not available, the VC of Finance & Administration will review and manage the contract and appropriate documents.
- c) After all internal and external approvals are given for each contract, the Director of Accounting will notify the initiating campus that all appropriate internal and external (if required) approvals have been received and that the contractor may begin providing the contracted services. The Director of Accounting will also forward a copy of the approved contract to the contractor. All purchasing should be guided by the Northshore Technical Community College Purchasing procedure FIN-005.
- d) All requests for payment, travel, and invoices, should be sent directly to the NTCC Finance Office. Travel and invoices will be audited according to state travel regulations and the terms of the contract. Payments to contractors will be submitted to the appropriate program person for their review, approval, and sign-off acceptance that all services noted on the invoice was actually received by the college.
- e) All Performance Evaluation forms should be completed and submitted by the contract monitor listed in the original contract to the Director of Accounting within forty-five (45) days of



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completion of performance of the contract. The Finance Office will review and submit the performance evaluation to the Office of Contractual Review (if over \$20,000) within 60 days of completion of performance of the contract. The Finance Office will also submit contracts which exceed \$250,000 to the legislative auditor. ***Delinquent final evaluation reports prevent future contracting with the contractor per OCR regulations.***

*Policy Reference:* [Office of Contract Review](#)

LA. R.S., Chapter 16, *Professional, Personal, Consulting and Social Services Procurement*, Title 39, Sections 1482 – 1518

Division of Administration's Office of Contractual Review's *Procedures for Submitting Contracts for Professional, Personal, Consulting, Social Services, and Interagency Agreements to the Office of Contractual Review for Approval*

LCTCS Policy # 5.003 [Contract Submission and Approval](#)

*Review Process:*

<b>X</b>	<b>Reviewing Council/Entity</b>	<b>Review Date</b>	<b>Effective Date</b>
X	Business Office Committee	06/08/2012	07/01/2012
X	Campus Deans	N/A	N/A
X	Chancellor	06/08/2012	07/01/2012

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