

## **Grambling State University Contract Process – for Personal, Professional, Social, Consulting Services and Subscriptions**

Contracts that include technical or unique functions performed by companies, independent contractors, or consultants whose occupation is the rendering of such services constitutes professional, personal, consulting, and social services (PPCS).

Please be advised that the following are the new guidelines for processing the University's Professional, Personal, Consulting and Social services contracts ("PPCS Contracts") that complies with Louisiana laws, rules and regulations (R.S. 39:1551-1755 and Louisiana Procurement Code Title 34, Part V and Act 87 of 2015).

**Effective immediately:** Below you will find the general procedures for all professional, personal, consulting, and social service contracts:

1. The Department negotiates the contract terms (payment terms, scope, etc.) with proposed contractor.
2. Forward all vendor/contractor issued agreements to University Compliance [smithmer@gram.edu](mailto:smithmer@gram.edu) and Purchasing Office [walkere@gram.edu](mailto:walkere@gram.edu) prior to completing DocuSign documents (Do not proceed to DocuSign documents until you have received the approved contract/agreement from University Compliance and/or Purchasing Office).
3. Contract Administrator(s) (person completing the contract process) will obtain [Authorized University Signatures](#) for the execution of the contract/agreement.
4. Create requisition in Banner
5. Complete Contract Monitoring / Approval (attach signed vendor/contractor agreement)
6. Complete Certification letter (*if contract is 75,000 or more*)
7. Complete DOA BA-22 Form (*if contract is 75,000 or more*)
8. Complete GSU Contract Form Option (attach signed vendor/contractor agreement)
  - General Contract
  - Title III Contract
  - Grant Contract
9. Evaluation of All Contracted Services Rendered (Completed) or End of Contract term

Purchasing should receive the complete contract package for review in advance of the contract commencement date according to the estimated time frames indicated below. Evaluation times may vary due to complexity and level of effort.

<b>Contract Amount</b>	<b>Evaluation Time Requirements</b>
• Up to \$2k	10 days
• \$2k - \$20k	14 days
• \$20k - \$74,999	60 days
• Over \$75,000	90 days

### **Contracts (Zero to \$74,999.99) - Routing Forms**

1. Forward all vendor/contractor issued agreements to University Compliance and Purchasing prior to completing DocuSign documents **(Do not proceed to DocuSign documents until Compliance and/or purchasing has approved vendor/contractor agreement.)**
2. Create requisition in Banner
3. [Complete Contract Monitoring / Approval Form](#)
4. [Complete GSU Contract Form](#) (if applicable)

### **Contracts (\$75,000 or more) - Routing Forms**

1. Forward all vendor/contractor issued agreements to University Compliance and Purchasing prior to completing DocuSign documents **(Do not proceed to DocuSign documents until Compliance and/or Purchasing has approved vendor/contractor agreement.)**
2. Create requisition in Banner
3. [Complete Contract Monitoring / Approval Form](#)
  - a. Attach all supporting documents to contract monitoring /approval form)
4. Complete [DOA BA-22 Form](#)
5. Complete [Certification letter](#)
6. [Complete GSU Contract](#) (attach signed vendor/contractor agreement)

**Note: If the agreement/contract is \$75,000 or more, Purchasing must submit all documents to the Office of State Procurement for approval.**

### **Subscriptions (no more than three years)**

2. Forward all vendor terms and conditions to University Compliance and Purchasing prior to completing DocuSign documents. **(Do not proceed to DocuSign documents until Compliance and/or purchasing has approved vendor/contractor terms and conditions.)**
3. Create requisition in Banner
4. [Complete Contract Monitoring / Approval Form](#)
  - a. Attach all supporting documents to contract monitoring /approval form)

**Note: Subscriptions more than three years must be approved by the Office of State Procurement.**

### **Educational Affiliations, Business Association, Memorandum of Understanding (MOU) Zero-dollar Contracts etc... - Routing Forms**

1. Contract Checklist (Refer to Checklist)
  - a. Terms and conditions
2. Forward all vendor/contractor issued agreements to University Compliance and Purchasing prior to completing DocuSign documents **(Do not proceed to DocuSign documents until Compliance and/or purchasing has approved vendor/contractor agreement.)**
3. [Complete Contract Monitoring / Approval Form](#)

- a. [Attach all supporting documents to contract monitoring /approval form](#)
4. [Complete GSU Contract- \(if applicable\) \(attach approved vendor/contractor agreement\)](#)

### **Post Award Forms (Tab on front of page drop down box)**

1. [Contract Amendment Form](#)
2. Performance Evaluation Form
  - a. [Vendor Performance Evaluation Form \(Subscriptions, Product Orders, Professional Services\)](#)
  - b. [Contractor Performance Evaluation Form \(On-site Facilities Work\)](#)
  - c. [OSP Contract Performance Evaluation](#)
3. [Check/Payment Request Form](#)

### **Contract Templates (Tab on front of page drop down box)**

- [Sample Generic Contract](#)
- [Sample Contract Amendment](#)
- [Additional Clauses for Contracts](#)
- [Cooperative Endeavor Agreement](#)
- [Legal Services Contract Template](#)
- [Sample Information Technology /Data Processing Contract](#)
- [Featured Contracts](#)
- [Sample Generic RFP Contract](#)

### **Educational / Training Resources (Tab on front of page drop down box)**

- [Contract Educational Review](#)
- [OSP Training Resources](#)

### **Policies and Procedures (Tab on front of page drop down box)**

- [GSU Contract Administration Policy](#)
- GSU Contract Approval Form Routing Process
- GSU Contract Administration Process Flowchart
- [State of Louisiana Guidelines on Contracts](#)

### **Contract Helpful Hints (Tab on front of page drop down box)**

- [DOA Checklist for Contracts Review](#)
- [OSP Professional Contracts – Forms and Formats](#)
- [PPCS Definitions](#)

### **Supporting Documents (Tab on front of page drop down box)**

- [Board Resolution Template](#) (site) (Only needed if the contractor is a corporation, either profit or non-profit)

- [Certificate of Authority](#) (.pdf) (Only needed if the contractor is an out-of-state corporation wishing to do business in Louisiana, and will be in the state for 30 days or more)
- [Certification Letter Template](#) (.doc) (Only needed if contract is > \$75k)
- [FERPA Privacy Clause](#) (.doc) (Only needed if confidential student data is hosted or accessed by a vendor, the contract with the vendor must acknowledge and address FERPA protections and obligations)
- [Late Contract Justification Letter Template](#) (.doc) (Only needed if contract submission is 60 days past award)
- [Multi-year Justification Letter Template](#) (.doc) (Only needed if contract exceeds 12 months)
- **Resume** (Required for all Consultants)
- **Sole Source / Proprietary Purchase** (.pdf)
- [Travel Reimbursements](#) (site) (Must always be in accordance with [PPM 49](#) State Travel regulations if travel is to be reimbursed as part of the contract. AND Travel Reimbursement language must be inserted into the contract)
- **Vendor Profile** (required for all contracts that go to Office of State Procurement (OSP), meaning all contracts \$50,000 and greater)
- **Verification for Potential Employment** (.pdf) (Only needed if the contract is with an individual instead of a business)
- [W-9](#) (.pdf) (Only needed if the contract is with a new vendor, or if vendor's W-9 information has changed)

## Contract Service Types

### **Personal (PER)**

*Work by individuals which require use of creative or artistic skills or highly technical or unique individual skills or talents*

*Examples: Graphic Artist, Sculptor, Musician, Photographer, Writer, Handwriting Analyst, Court Reporter, Foreign Representative, Chef, Expert Witness, Paramedical, Therapist, Private Investigator, Sign Language Interpreter*

### **Professional (PRO)**

*Work by an individual who has a professed knowledge, who has a prolonged and specific training as distinguished from mere skill.*

*The professions listed are the ONLY services classified as professional services by OSP Professional services may be awarded without competitive bidding or negotiation*

*Examples: Lawyers, Doctors, Dentist, Psychologist, Certified Advance Practice Nurses, Veterinarians, Architects, Engineers, Land Surveyors, Landscape Architects, Accountants, Actuaries, Claims Adjustors*

### **Consulting (CON)**

*Work by an individual or firm who possess specialized knowledge, experience or expertise to investigate assigned problems; to provide counsel, review, design, development, analysis, or advise in formulating and implementing programs or services or improvements to programs and service Consulting services are competitive and are limited to **\$75,000 for a 12-month period** or the RFP process must be used*

*Examples: Management, Finance(Banking Services), Revenue Enhancement(Claims Recovery), Appraising, Planning, Data Processing(IT), Advertising, Public Relations*

### **Social Services (SOC)**

*Contracts for the furtherance of the general welfare of the citizens of LA*

*Services are competitive and are limited to **\$249,999 for a 12-month period** or an RFP must be processed*

*Examples: Rehabilitation & Health Support*

### **Cooperative Endeavor Agreements (CEA)**

*Must be sent to OSP for approval*

*Line Item Appropriation CEA's must follow the format and guidelines on the OSP website*

### **Cooperative Agreements (COP)**

*Must be sent to OSP for approval*

*Line Item Appropriation CEA's must follow the format and guidelines on the OSP website*

### **Interagency Agreements (AGY)**

*Are between executive branch state agencies*

*Must be sent to OSP for approval*

*Are exempt from RFP, but must follow all other contract requirements*

### **Intergovernmental Agreements (GOV)**

*Are between a state agency and a political subdivision (local or federal)*

*Are exempt from OSP review and approval under RS39:1554 J.2 EXCEPT FOR PROCUREMENT OF SOCIAL SERVICES*

*These agreements can be with police juries and other parishes, as well as other states*

