**Administration Division**

**Louisiana Board of Regents**

Administrative Procedures

AP – 1.1

Effective Date: 3/26/04

Updated 7/1/2020

**SUBJECT**

Guidelines for Acceptable Amounts for Consulting, Personal, Professional or Social Services (PPCS) Contracts.

**DEFINITIONS**

1. Individual Authorized to Sign Contracts for the Board of Regents is the Commissioner of Higher Education. However, the Associate Commissioner for Finance and Administration has been given delegation of authority by the Commissioner of Higher Education to sign contracts on behalf of the Board of Regents. All contracts should be forwarded to the Associate Commissioner for Finance and Administration for signature.
2. Louisiana Travel Guide (PPM49) is a guide available from the Office of State Travel to all staff containing the procedures that should be followed regarding travel. The guide can be found at <http://www.doa.la.gov/osp/Travel/travelpolicy/2016-17-TravelGuide.pdf>
3. Consulting Services means possessing specialized knowledge, experience, and expertise to investigate assigned problems or projects and to provide counsel, review, design, development, analysis, or advice in formulating or implementing programs or services.
4. Personal Services means work rendered by individuals which requires use of creative or artistic skills.
5. Professional Services means work rendered by an independent contractor who has a professed knowledge of some department of learning or science. For contracts with a total amount of $50,000 or more, the definition of “professional services” shall be limited to lawyers, doctors, dentists, psychologists, certified advanced practice nurses, veterinarians, architects, engineers, land surveyors,

landscape architects, accountants, actuaries, claims adjusters, and any other profession that may be added by regulations adopted by OSP per Louisiana Revised Statute 39:1556(42).

1. Social Services means work rendered by any person, etc., in furtherance of the general welfare of the citizens of Louisiana.
2. Initiating Division means a division within the Board of Regents responsible for initiating the contracts under their authority, and ensuring division compliance with all applicable policies and procedures pursuant to said contracts.
3. Signature-Signature means a manual or electronic signature. Electronic signature means an electronic sound, symbol or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record. For contracts/agreements, the Board of Regents accepts electronic signatures interchangeably and consistently with how it accepts traditional ink signatures.

**GENERAL POLICY**

All grants or contracts proposed must be initiated by the division of the Board of Regents that would be involved if the contract was approved. If applicable, the contract amount will be calculated in accordance with Louisiana Travel Guide (PPM49). When using federal funds and a conflict arises between this policy and that of the Federal Government, the more restrictive policy shall prevail.

**PROCEDURE**

When applicable, the amount of a new grant or contract may be established based on the following guidelines as witnessed by the contract calculation sheet:

1. **Airfare** - The Contractor will be responsible to acquire his/her own airfare.Should this amount be a reasonable rate, it will be included in the total cost of the contract.
2. **Honorarium / Fee** – The Contractor will be paid a rate to be based on thereasonable market rate for a professional in his/her field of expertise.
3. **Lodging** - Should be estimated using the standard lodging rates included inLouisiana Travel Guide **(**PPM49) plus an estimated tax amount.
4. **Meals** – Should be estimated using the appropriate tier included in theLouisiana Travel Guide (PPM49) which includes tax and tips. When estimating meals, the regulations about travel times must be taken into consideration.
5. **Incidentals** – An amount up to $35 per day may be included to account for otherincidentals such as, but not inclusive of, parking, tips, and telephone calls.

If it is found that any other amounts should be included, or special consideration outside of the Office of State Travel’s PPM 49 should be allowed, prior approval should be sought from the Board of Regents’ Deputy Commissioner for Finance and Administration and/or the State of Louisiana Commissioner of Administration.

The calculation sheet does not become a part of the contract – it is a tool that is used in negotiating the compensation of a contract. It is to be filed in the contract file maintained by BOR division responsible for executing the contract.

Cost-reimbursement contracts require a budget, which shall be attached and become part of the contract. Negotiated flat fee contracts do not require a budget. Hourly Rate contracts require a schedule of hourly rate(s), be included in the contract.