**Administration Division**

**Louisiana Board of Regents**

Administrative Procedures

AP – 1.5

Effective Date: 4/01/04

Updated: 7/1/2020

**SUBJECT**

Performance Evaluation and Reporting Procedures 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. Office of State Procurement’s (OSP) Procedures for Submitting Contracts is a guide available to all staff on the procedures that should be followed when it is necessary to submit a contract to OCR for approval or to submit a required report. This guide can be found at www.state.la.us\OCR\procedure.htm.
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 require use of creative or artistic skills.
5. Professional Services means work rendered by an independent contractor who has a professional knowledge of some department of learning or science used. 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 the OSP.
6. Social Services means work rendered by any person, etc., in furtherance of the general welfare of the citizens of Louisiana.
7. 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.
8. Division of Administration means the State of Louisiana Division of Administration under the direction of the Commissioner of Administration.
9. 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**

It is the responsibility of the initiating division to evaluate the contractor’ performance in accordance with Revised Statute 39:1590, and to document that evaluation using a performance evaluation form.

**PROCEDURE**

1. A performance evaluation for every personal, professional, consulting or social service contract shall be prepared by the initiating division in accordance with Louisiana Revised Statute 39:1590. The performance evaluation shall be retained by the initiating division for all contracts approved under delegated authority. For all other contracts, the performance evaluation shall be submitted to the Program and Contract Manager for submission to the Office of State Procurement within 60 days after the completion of performance and no contract may be entered into by any division with any contractor for which a delinquent final evaluation report remains outstanding.

Additionally, Performance Evaluations for contracts greater than or equal to $250,000 shall be submitted to the Legislative Auditor.

2. The monthly report on all contracts entered into by the Board of Regents under delegation of authority will be compiled and submitted to the Division of Administration Office of State Procurement by the BOR Program and Contract Manager.