**BOARD OF REGENTS CONTRACT CHECKLIST**

Contractor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contract #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total of Contract: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Attachments to be included with contract submission:**

\_\_\_\_\_1. Certification letter: to file if contract is $20,000 or less/ to OSP if contract is over $20,000

\_\_\_\_\_2. Civil Service approval unless exempt. See exemptions at:

[*http://www.civilservice.louisiana.gov/Divisions/EmployeeRelations/Contracts.aspx*](http://www.civilservice.louisiana.gov/Divisions/EmployeeRelations/Contracts.aspx)*.*

\_\_\_\_\_3. Multi‑year letter, if contract exceeds 12 months.

\_\_\_\_\_4. Late letter if contract is being submitted for approval > 60 days after begin date **OR** if coop.

endeavor is being submitted for approval < 45 days prior to begin date (n/a to amendments).

\_\_\_\_\_5. Signed BA‑22 and Contract Status Form.

\_\_\_\_\_6. Board Resolution, if contractor is a corporation, either profit or non-profit.

\_\_\_\_\_7. Disclosure of Ownership affidavit which has been filed with the Secretary of State's Office if contractor is a for profit corporation. Search SOS business filings: <https://www.sos.la.gov/BusinessServices/SearchForLouisianaBusinessFilings/Pages/default.aspx>

* **NOTE: If a corporation’s stock is publicly traded, disclosure affidavit is not required.**
* **NOTE: If sole proprietor of co. - letterhead w/ sole owner stmt. & auth. to sign is required.**

\_\_\_\_\_8. Certificate of Authority to do business in La. if contractor is an out‑of‑state corporation.

* **NOTE: Out of State corp. performing less than 30 days work within La are exempt from Disclosure and Certificate of Authority requirements. Must execute Exemption Letter if**

**applicable. Attach SOS registration**

\_\_\_\_\_9. Resume for Consultants.

\_\_\_\_10. Advance payment justification from contractor and approval by the agency with a statement

that this is the most cost-effective way of obtaining the services in accordance with R.S. 39:1613(B). (Not applicable to interagency agreements and only required if advance payments are specified in contract.)

\_\_\_\_11. Cost Benefit Analysis if contract is over $50,000 and > 6 months duration.(n/a to coop. endvrs. &

interagency agreements).

\_\_\_\_12. W9 and LaGov Vendor Number – W9 and LaGov information must match contract information

for vendor.

\_\_\_\_13. Vendor Profile Data Form (if contract requires OSP approval).

\_\_\_\_14. Louisiana Department of Revenue Account Number (if contract requires OSP approval).

**NOTE: Templates for referenced documents can be found on the Board of Regents web site at:**

[**https://regents.la.gov/finance-policiesandprocedures/**](https://regents.la.gov/finance-policiesandprocedures/)

**Minimum Contract Requirements**

**(Current Board of Regents contract boilerplate should be used.)**

1. Contains appropriate signatures of agency and contractor.
2. Contains dates which contract is to begin and to terminate; if amendment, needs effective date
3. Contains a description of the work to be performed and objectives to be met.
4. Contains a maximum amount and schedule of payments to be made.
5. Contains an itemized budget if it is a cost reimbursement contract.
6. Contains a description of reports or other deliverables to be received, when applicable
7. Contains a schedule when reports or other deliverables are to be received, when applicable.
8. When a contract includes travel and/or other reimbursable expenses, it contains the following language (as applicable):
   * 1. Travel and other reimbursable expenses constitute part of the total maximum payable under the contract and shall not be reimbursed, or
     2. No more than ($\_\_\_\_\_\_\_\_\_) of the total maximum amount payable under this contract shall be paid as reimbursable expenses, and/or
     3. Travel expenses shall be reimbursed in accordance with Division of Administration Policy and Procedure Memorandum 49 (The State General Travel Regulations).
9. Contains the responsibility for payment of taxes, when applicable.
10. Contains the circumstances under which the contract can be terminated either with or without cause and contains the remedies for default.
11. Must contain 30 day termination at convenience of the state.
12. Contains an ownership clause.
13. Contains an assignability clause.
14. Contains a statement giving the Legislative Auditor and the Division of Administration Auditors the authority to audit records of the individual(s) or firm(s).
15. Contains amendments-in-writing clause
16. Contains required anti‑discrimination language.
17. Contains fiscal funding language.
18. Monitoring Plan and Utility of Final Product justification submitted by contracting agency.
19. Performance measures, goals & objectives. If a coop, a public purpose and comprehensive budget is also required

**Contracts Let via Request for Proposals Process - RFP Contracts (Consulting Services for $75,000 or more; Social Services for $150,000 or more per 12 month period).**

In addition to above requirements, submitted contract file needs to include the following:

\_\_\_\_\_1. Selection memorandum signed by agency head.

\_\_\_\_\_2. Proof of Advertisement and notification on LaPac in accordance with RS 39:1595(B)

* Copy of ad and invoice for ad
* Copy of LaPac confirmation email

\_\_\_\_\_3. Summary of grades, including costs for all proposals

\_\_\_\_\_4. Copies of individual grading sheets from each evaluator for each proposal, signed by the

individual evaluator, if scoring was done individually, OR if consensus scoring was used, a

statement to this effect should accompany the scoring summary.

\_\_\_\_\_5. List of Social Services Providers for Social Services RFPs.

\_\_\_\_\_6. Copy of Request for Proposal.

\_\_\_\_\_7. Copy of the Winning Proposal.

\_\_\_\_\_8. Copy of the Award Letter and Letter(s) of Regret.

\_\_\_\_ 9. Contract itself must include “Entire Agreement” and “Order of Precedence” clauses.

\_\_\_\_10. Copy of questions submitted by potential proposers, and answers issued (if applicable).