
**Administration Division
Louisiana Board of Regents**

Administrative Policy & Procedure

AP – 1.3

Effective Date: 3/26/04

Updated: 8/20/07

SUBJECT

Grants and Contracts - Evaluation and Approval Procedures for Amendments to Consulting, Personal, Professional or Social Services Contracts.

PURPOSE

To establish the proper routing and documentation needed for all amendments to grants and contracts defined herein, submitted by staff requesting external support.

DEFINITIONS

1. External Support is any form of aid provided by an individual, group, or organization, either private or public, not affiliated with the Board of Regents.
2. Individual Authorized to Sign for the Board of Regents is the Commissioner of Higher Education or the Deputy Commissioner of Administration of the Board of Regents in his/her absence. (No other person is authorized to sign for the Board of Regents unless written permission is given by the persons named above.)
3. Office of Contractual Review's 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. This guide can be found at www.doa.louisiana.gov/ocr/procedure.htm
4. 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.
5. Personal Services means work rendered by individuals which require use of creative or artistic skills.
6. 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 OCR.

7. Social Services means work rendered by any person, etc., in furtherance of the general welfare of the citizens of Louisiana.
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GENERAL POLICY

All grants or contract amendments proposed must be initiated and approved by the division of the Board of Regents that was involved in the original contract approval. Typically this will require that the Head of the Division initiating the grant or contract; the Finance Specialist, the Commissioner of Higher Education or the Deputy Commissioner for Finance and Administration, review and approve the amendment before it leaves the Board of Regents Premises.

AUTHORITY

This document is issued in accordance with the Memorandum written by Wendy C. Simoneaux, dated November 4, 1999, to all contract handlers entitled "Procedure Revisions", and another Memorandum written by Wendy C. Simoneaux, dated July 3, 2002 entitled "[Non LEQSF Contracts and Amendments](#)", as well as guidance from the Division of Administration Office of Contractual Review.

PROCEDURE

An amendment to an existing contract will be prepared, approved, and routed as follows:

1. Each division prepares the amendment under their authority, and then forwards the amendment to the Administration Division before the amendment is sent to the contractor to determine correct content and availability of funds. The amendment should be in the following standard form:

[Contract Amendment](#)

The Amendment should be accompanied (if the amount of the contract will change) by (a) a properly drawn [BA-22](#), (b) a contract [status form](#), (c) a [calculation sheet](#) detailing the travel expenses and the per diem, and (d) a spreadsheet showing a list of the previously obligated contracts to match the amount on the BA-22. Once approved, these four forms are for internal use only and should remain in the files of the division that initiated the contract.

2. The Administration Division will approve the amendment for available funds and amendment content. The Administration Division will record the changes to the contract in the database for contracts.
3. After the Administration Division has approved the amendment, it will be sent to the originating division and that division will be responsible for mailing the amendment to the contractor for the appropriate signatures.
4. Once the amendment returns and it has been signed by the contractor, the originating division has the responsibility to obtain the signature of the Commissioner of Higher Education, or the Deputy Commissioner for Finance and Administration of the Board of Regents and to send a fully executed copy of the amendment to the contractor and a copy to Marylew Sfoundoris, Payment Technician, at the Division of Administration Office of Finance and Support Services if the amendment does not have to be sent for OCR approval.
5. Amendments that do need the approval of OCR should be submitted to OCR with the following items:
 - A transmittal letter
 - Original and two copies
 - A signed BA-22 if the amount is increased

Once approval is received from OCR, a copy of the fully executed amendment should be sent to the contractor and a copy should be sent to Marylew Sfondouris, Payment Technician, at the Division of Administration Office of Finance and Support Services.