
**Administration Division
Louisiana Board of Regents**

Administrative Policy & Procedure

AP – 1.5

Effective Date: 4/01/04

Updated: 8/20/07

SUBJECT

Grants and Contracts – Performance Evaluation and Reporting Procedures for Consulting, Personal, Professional or Social Services Contracts.

PURPOSE

To establish the proper procedures and routing needed for all grants and contracts defined herein, submitted by staff requesting external support as it relates to reporting and evaluation requirements.

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 or to submit a required report. This guide can be found at www.state.la.us/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

It is the responsibility of the individual divisions to evaluate the contractor at the end of its grant or contracts and to document that evaluation using a [performance evaluation sheet](#). It is the responsibility of the Administration Division to compile and transmit the Quarterly Report to the Office of Contractual Review.

AUTHORITY

This document is issued in accordance with R.S. 39:1500 and also guidance from the Division of Administration Office of Contractual Review.

PROCEDURE

A grant or contract that was approved by the Office of Contractual Review and/or the Administration Division shall adhere to the following reporting:

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 Statutes Title 39:1500. 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 Office of Contractual Review 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, final evaluation reports for contracts greater than or equal to \$250,000 shall be submitted to the Legislative Auditor.

2. The quarterly report on all small purchases contracts entered into by the Board of Regents under delegation of authority as permitted by Title 39:1508 will be compiled and submitted to the Division of Administration Office of Contractual Review by the Administration Division. However, it is the responsibility of the other divisions of the

Board of Regents to submit, for approval, to the Administration Division a contract in a timely manner.
