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TITLE: CONTRACTS AND AGREEMENTS

EFFECTIVE DATE: November 13, 2006

LAST REVISION: July 1, 2013

Policy No. 8.1012

POLICY STATEMENT

This statement establishes the guidelines for the processing of professional, personal, consulting, and social services contracts. This policy must be used in conjunction with the Office of Contractual Review guidelines. The College has authorization to enter into professional, personal, consulting, and social services contracts equal to or less than \$20,000 without the necessity of approval by the state Office of State Procurement or LCTCS Board of Supervisors.

SCOPE AND APPLICABILITY

This policy applies to all contracts to which Baton Rouge Community College (BRCC) is a party.

POLICY PROVISIONS

1. The contracting party designation on all contracts shall be in the name of Baton Rouge Community College (BRCC).
2. Contract and supporting documents are prepared by BRCC department employees and signed where appropriate.
3. The Vice Chancellor for Finance and/or legal counsel will review all contracts for form and compliance with Louisiana Law.
4. The Chancellor or his/her designee is the only person authorized to enter into any and all contractual agreements on behalf of BRCC.
5. Baton Rouge Community College shall not enter into any agreement that requires the college to provide liability insurance, to indemnify other parties, or to venue outside of Baton Rouge, Louisiana, without prior approval of the Chancellor and/or legal counsel.
6. LCTCS Board of Supervisor's approval is required on contracts where expenditures equal or exceed \$50,000.
7. When payments are due to contractors the department who initiated the contract must submit an approved invoice or email notification that work has been completed to OAF Accounts Payable Section.
8. Payments are made by OAF against contracts after submission of invoice and requested support documents have been provided by the department.



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9. Upon completion of the contract, the department submits a performance evaluation to the Budget Director. A performance evaluation must be done on every contract and forwarded to the Contracts Officer within 30 days after the contract expiration date.

Source of Policy: Finance

Related Policy: LCTCS #5.003

Approved by: 
Chancellor Andrea Lewis Miller

Responsible Administrator: Finance

LCTCS Policy Reference: #5.003

LCTCS Guideline Reference: N/A

Date: 07/01/13