

Professional Service Contracts

Master procedure for requesting, approving, processing, and paying Professional, Personal, Consulting, and Social Service contracts.

PURPOSE AND REFERENCES

This procedure applies to services provided by individuals or companies outside the University and is guided by State of Louisiana procurement regulations, PPM No. 71, the Teachers Retirement System manual, and applicable Louisiana Revised Statutes.

FORMS

Required forms and supporting documents are available on the Purchasing Website under Professional Service Forms.

CONTRACTUAL AUTHORITY

- Employees may not offer employment, enter service contracts, procure goods or services, or make other binding commitments without delegated authority.
- All contracts remain subject to required approvals.
- Every Professional Services contract must be submitted to Purchasing and fully approved before work begins.

SIGNATURE AUTHORITY

DELEGATED OFFICIALS

The procedure lists designated University officials who may sign contracts up to \$49,999 within their budgetary authority.

PRESIDENT APPROVAL

- Legal contracts.
- Architectural and engineering contracts.
- Accountant and auditor contracts.
- Contracts exceeding \$49,999.
- President-initiated contracts charged under the President budget authority.

CORE REQUIREMENTS

Requirements for Every Contract

The same foundational documentation and review standards apply regardless of contract amount.

GOALS, PERFORMANCE MEASURES, AND MONITORING PLAN

- Connect the contract to University and unit goals and objectives.
- Define performance measures.
- Establish a formal monitoring plan.
- Attach the completed document to every contract submission.

FAIR AND REASONABLE COMPENSATION

Review professional or technical competence, technical merit of the proposal or scope, and requested compensation. Contract signatures certify that compensation is fair and reasonable to the State.

GOVERNING LAW AND COMPLIANCE

- Contracts must be governed by Louisiana law.
- Contracts must hold the State of Louisiana harmless.
- Contracts must comply with dual office and dual employment requirements.

HONORARIUM

An honorarium is treated as a Professional Service and requires a Professional Services contract regardless of amount.

TRAVEL

Contact Purchasing before initiating a contract with separately reimbursed travel. Contractor travel must be included and reported as part of the overall contract fee, and the Professional Travel account code is not used.

Approval & Documentation Triggers

Use the total contract value and term to identify additional requirements.

Trigger	Requirement
Every contract	Goals/Objectives, Performance Measures, and Monitoring Plan.
Greater than \$2,000	Included in quarterly delegated-authority reporting when approved under delegated authority.
\$20,000 or more	Civil Service approval unless an identified exemption applies. Corporate documentation applies to corporate contracts at \$20,000 or more.
\$40,000 or more	JLCB review before the effective date.
\$40,000 or more and term longer than 12 months	Submit original documents signed in ink to Purchasing.
Up to \$39,999.99	Signed contract and support may be submitted electronically to contracts@nsula.edu .
Exceeds \$50,000 and term longer than six months	Cost-Benefit Analysis required.
\$50,000 or more	Submission package identified in the procedure, including contract, goals/monitoring document, checklist, certification, and applicable corporate documents.
Over \$49,999	President approval.

Project Director Responsibilities

Complete the procurement setup and assemble the contract package before routing.

1. BANNER REQUISITION

- Create the Professional Services requisition using PO Type PS.
- Write the Banner requisition number on the contract.

2. VENDOR INFORMATION

- Obtain an IRS W-9 for vendors not established in Banner and complete FTIIDEN setup.
- J-1 non-immigrant individuals without a U.S. Social Security Number and foreign corporations must provide IRS W-8BEN as applicable.

3. INDIVIDUAL QUESTIONNAIRE

- Every individual performing professional services completes the Individual Questionnaire before contract preparation.
- Contact Human Resources immediately for active or retired retirement-system members. Active members use the Non-Credit Presenter/Instructor procedure rather than a Professional Services contract.

4. PREPARE AND RETAIN

- Complete the Contract for Professional, Personal, or Consulting Services.
- Fully describe services, fee rates, and required information.
- Retain a departmental copy of every submitted contract.

LEGAL SERVICES

Do not use the standard template for legal services. Contact Purchasing before contracting.

Civil Service, JLCB, faculty, facilities, and corporate requirements

Apply these requirements when the contract type, amount, contractor, or project triggers them.

CIVIL SERVICE

Contracts of \$20,000 or more require Civil Service approval unless an identified Circular #769 exemption applies.

JLCB AND ADVANCE PAYMENTS

- Contracts totaling \$40,000 or more require JLCB review before the effective date.
- Advance payments to contractors are not authorized.

FACULTY CONTRACTS

- Obtain written approval from the President of the faculty member employing institution.
- Send written notification of the agreement and approval to the appropriate management board.

CORPORATE CONTRACTS AT \$20,000 OR MORE

- Dated board resolution confirming signatory authority.
- Disclosure of Ownership Affidavit when required.
- Certificate of Authority for out-of-state corporations.
- Consultant resumes for consulting contracts.

FACILITY PLANNING PROJECTS

- Obtain Facility Planning and Control project approval before OCR submission.
- Attach BA-22 reflecting the capital outlay project number and copy University of Louisiana System staff.
- Provide vendor W-9 information before Facility Planning payment.

Contract Review and Approval Process

Route the complete packet through departmental approval before Purchasing review.

Project Director	Create the packet and route it to the Approving Agent and Vice President/President.
Approving Agent	Review for policy and regulatory compliance; sign or return for correction; route approved contracts onward.
Vice President / President	Review and sign the contract and checklist; route the approved packet to Purchasing.
Purchasing	Review the contract and required checklist and approvals. The contractor may not begin work until full approval.

LATE CONTRACTS

- If services have begun but the contract has not ended, complete a Justification for Late Contract.
- If services are complete or the contract is at its end, contact Purchasing immediately.

SUBMISSION BY AMOUNT

- Contracts \$40,000 or greater with a term longer than 12 months: submit originals signed in ink.
- Contracts up to \$39,999.99: electronic submission of signed contract and support to contracts@nsula.edu is permitted.

Accounts Payable Voucher, supporting records, and performance documentation

Use the voucher instead of online receiving for Professional Services contracts.

PAYMENT PACKAGE

- Process an Accounts Payable Voucher when services are completed and payment is due.
- Submit contract invoices and supporting documents to Accounts Payable, with the PO number on all documents.
- When payment depends on participants or sessions, include the Supplemental Schedule of Effort, Work Log, and Participant Sign-In Sheet with each applicable partial payment request.

CERTIFICATION AND PERFORMANCE

- Contractor, Project Director, Approving Agent, and Vice President/President certify documented services comply with the contract.
- Advance payments are prohibited, subject to the nonprofit exception described in the procedure.
- A HIPAA attachment is required if external parties can access medical records.
- Submit a Contract Performance Evaluation with the final receiving report; payment is withheld until completed.

UNDER \$50,000

The Accounts Payable Voucher may serve as satisfactory-performance documentation in place of a formal evaluation under the stated OCR authority, while the procedure also requires the final Contract Performance Evaluation under R.S. 39:1500.

Professional Service Contract

Standard comparison points used across NSU purchase-type guides.

Dollar Threshold	Requirements vary by amount and term. Key triggers include greater than \$2,000; \$20,000; \$40,000; over \$49,999; and over \$50,000 with a term longer than six months.
Purchasing Authority	Departments may not commit the University. Contracts require delegated signature authority or President approval and full Purchasing approval before work begins.
Department Responsibilities	Create the PS requisition, establish the vendor, collect the questionnaire, prepare the contract and required supporting documents, route approvals, retain records, and monitor performance.
Purchasing Responsibilities	Review the contract package, verify required approvals and supporting documents, and complete Purchasing processing before services begin.
Receiving and Delivery	Use the Accounts Payable Voucher in place of online receiving.
Payment and Invoice Routing	Send the voucher, invoices, PO-referenced support, and applicable effort or attendance records to the designated Business Affairs section.
Restrictions and Compliance	No unauthorized commitments or work before approval; apply travel, advance-payment, governing-law, hold-harmless, dual-employment, approval, reporting, and performance-evaluation requirements.