

**Deadlines for submitting contracts** to Central Office for processing are as follows:

**April 14, 2009** - All contracts for this FY, and all amendments on contracts for this FY, need to be submitted by April 14th in order to ensure OCR approval by June 30th.

**April 28, 2009** - Contracts in excess of \$20,000 with an effective date of July 1, 2009 need to be submitted by April 28th in order to ensure OCR approval prior to July 1st.

**June 2, 2009** - Contracts less than \$20,000 with an effective date of July 1, 2009 need to be submitted by June 1st in order to ensure approval prior to July 1st.

**Performance Evaluations** are due in Central Office on or before August 2, 2009 for contracts that have ended as of June 30, 2009. These forms are due at OCR within 60 days after termination of each contract. Please be sure to include the OCR # and CFMS # on each form. We collect these forms and submit to OCR and Legislative Auditor (over \$250,000). A copy of the Performance Evaluation form is on the internet using this link: <http://www.state.la.us/ocr/perfor.htm> . We do not send OCR reports for contracts under \$20,000 or contracts with LSU and are not necessary for our office. Please let me know if you have any questions on these evaluations.

From OCR website:

*A performance evaluation for every personal, professional, consulting or social service contract shall be prepared by the using agency in accordance with Louisiana Revised Statute Title 39:1500. The performance evaluation shall be retained by the using agency for all small purchase 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 using agency with any contractor for which a delinquent final evaluation report remains outstanding.*

**Contract Monitoring Reports.** These reports are done on contracts that are on-going such as multi-year contracts, and submitted after each fiscal year. These evaluations are to be done on all contracts with outside vendors - not the LSU Medical School or intra-agency contracts.

These forms are now sent to OCR. These are not to be confused with Performance Evaluations which require a different form are for contracts that have ended. Please call or e-mail me if you have any questions.