

SUMMARY OF INFORMATION

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Proposed Provider: _____

Contract Dates: _____ BA-22 Attached: X

Certification Requirements: (Check applicable items)

- 1. Either no employee of this agency is both competent and available to perform the services called for by the proposed contract and/or the services called for are not the type readily susceptible of being performed by persons who are employed by the State on a continuing basis.
- 2. The services are not available as a product of a prior or existing professional, personal contract.
- 3. When applicable, the requirements for consultant contracts, as provided for under R. S. 39:1503-1507, have been complied with (proper documentation should be provided).
- 4. The using agency has developed and fully intends to implement a written plan providing for: The assignment of specific using personnel to a monitoring and liaison function. Identify name of individual of staff unit responsible for monitoring this contract.

Name: _____ Phone No. _____

Location: _____

Summary of Monitoring Plan. (This must include periodic review of specified reports, documents, exception reporting, or other indicia of performance, etc.) Additional pages may be attached if necessary.

Monitor shall communicate with Contractor on a periodic basis to ensure that Contractual duties are performed.

The ultimate use of the final product of the services: (Specify)

- 5. Respond to questions "A" or "B" on all contracts except those funded by Other Charges (2600 series) of Budget:
 - A. What critical services will go unprovided and to whom: _____

 - B. How many hours will the contractor have to work? _____
- 6. A completed monitoring report will be submitted to the Office of Contractual Review within 60 days after termination of contract.
- 7. **For Personal, Professional, consulting Contracts not exceeding \$20,000.**
The services have not been artificially divided so as to constitute a small purchase (not exceeding \$20,000)
- 8. A cost-benefit analysis has been conducted which indicates that obtaining such services from the private is more cost effective than providing such services by the agency itself or by an agreement with another state agency and includes both a short-term and long-term analysis and is available for review.
- 9. The cost basis for the proposed contract is justified and reasonable. (documentation available upon request).
- 10. The purpose, duration, goals, objectives, measures of performance, and a Plan for monitoring this contract has been established. Also, an employee of this agency has been assigned as the monitor of this contract.

PRIOR CONTRACT INFORMATION MUST BE FILLED OUT (IF NO PRIOR CONTRACT PUT N/A)

Prior contract services provided by: _____

LSU HSC-HCSD # _____ CFMS# _____ EFF: _____ TERM: _____

Amount \$ _____

PRIOR MONITORING REPORT SUBMITTED ON THIS CONTRACTOR _____

Certification of Minimum Contract Content

YES NO

- ___ ___ 01. Contains a date upon which the contract is to begin and upon which the contract will terminate.
- ___ ___ 02. Contains a description of the work to be performed and objectives to be met.
- ___ ___ 03. Contains clearly written goals/objectives.
- ___ ___ 04. Contains an amount and time payments to be made.
- ___ ___ 05. Contains an amount and time payments to be made.
- ___ ___ 06. Contains a description of reports or other deliverables to be received, when applicable.
- ___ ___ 07. Contains a date of reports or the deliverables to be received when applicable.
- ___ ___ 08. When a contract includes travel and/or other reimbursable expenses, it contains language to effect the following:
 - A. Travel and other reimbursable expenses shall constitute part of the total maximum payable under the contract; OR
 - B. No more than (a certain sum) of the total maximum amount payable under this contract shall be paid or received as reimbursement for travel and other reimbursable expenses; AND
 - C. Travel expenses shall be reimbursed in accordance with Division of Administration Policy and Procedure Memorandum 49 (The State General Travel Regulations).
- ___ ___ 09. Contains the responsibility for payment of taxes.
- ___ ___ 10. Contains circumstances under which the contract can be terminated either with or without cause and contains the remedies for default.
- ___ ___ 11. Contains a statement giving the Legislative Auditor the authority to audit records of the individual(s) or firm(s).
- ___ ___ 12. Contains an assign ability clause as provided for under LAC-4:4.
- ___ ___ 13. Budget Form BA-22, fully completed and attached to back of each contract.

Determination of Contractor's Responsibility

- ___ ___ 01. Had adequate financial resources for performance, or has the ability to obtain such resources as required during performance.
- ___ ___ 02. Has the necessary experience, organization, technical qualifications, skills and facilities or has the ability to obtain them (including probable subcontractor arrangements).
- ___ ___ 03. Is able to comply with the proposed or required time of delivery or performance schedule.
- ___ ___ 04. Has a satisfactory record of integrity, judgment and performance (contractors which are seriously delinquent in current contract performance, considering the number of contracts and the Extent of delinquencies of each, in the absence of evidence to the contrary or compelling Circumstances are presumed to be unable to fulfill this agreement).
- ___ ___ 05. Is otherwise qualified and eligible to receive an award under applicable laws and regulations.
- ___ ___ 06. If a contract for a consulting service is for \$50,000 or more, the head of the using agency has prepared, signed and placed in the contract file a statement of the facts on which a determination of responsibility of offereor or potential subcontractors have been filed with the statement.
- ___ ___ 07. On subcontracting, it has been established that contractors recent performance history indicates acceptable subcontracting systems; or, major subcontractors have been determined by the heads of the using agency to satisfy this standard.

R.F.P. CONSULTING CONTRACTS FOR \$50,000 or MORE; UNLESS DETERMINED EXEMPT AS PER ACT
673 OF 1985, R.S. 39:1494.1 (A)

_____ Contract file attached and this includes:

Criteria for selection: _____ Proposals _____ Pertinent Documents _____ Selection Memorandum

Prepared by: _____

(Phone number)

Contact Person: _____

(Phone number)

Signature _____
(Administrator Name), Administrator Date
(Facility Name)