



LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

TO: Dr. Monty Sullivan
President

FROM: Joseph F. Marin
Chief Operations Officer

DATE: January 24, 2020

RE: Revisions to Policy #5.003 "Contract Submission and Approval"

APPROVED

2/12/20
LCTCS BOARD OF SUPERVISORS

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Creating Futures

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FOR BOARD ACTION

Recommendation: Staff recommends the Board approve the attached revised policy #5.003 "Contract Submission and Approval."

Background: Louisiana Revised Statute 17:3351 provides that "each postsecondary system management board as a body corporate shall have authority to enter into contracts and agreements with other public agencies with respect to cooperative enterprises and undertakings relating to or associated with college or university purposes and programs, in accordance with applicable laws." The board, through policy #5.003 adopted July 2000, delegated some authority to LCTCS colleges to enter into contracts without board action for contracts under fifty-thousand dollars. At the time when the policy was originally passed, the LCTCS was in its infancy and the board wanted to have a grasp on the operations of colleges.

However, after twenty years, given inflationary factors and now that the board has a better understanding of college operations, staff proposes an amendment to the policy to raise the threshold for contracts requiring board action from fifty-thousand to one-hundred and fifty-thousand dollars. Conversely, the proposed policy also requires that all contracts over fifty-thousand dollars go through an LCTCS staff and/or legal review, as appropriate, prior to being processed and finalized. There are other proposed minor technical adjustments to the policy which include deleting references to (technical) college directors (which no longer exist) and inserting social services contracts which are a category of state contracts not originally included in the policy.

To provide some perspective on the potential number of contracts impacted by the revised policy, for FY 19 the LCTCS had twelve contracts between fifty-thousand dollars and up to one-hundred fifty-thousand dollars and six contracts over one-hundred and fifty-thousand dollars.

Fiscal Impact: N/A

Prior Board Action: The Board amended the policy at the April 11, 2012 meeting and the current revisions were provided to the Board for review and advisement in December 2019.

Benefits to the System: The policy revision will provide for a more expedient processing of contracts while ensuring that all contracts over fifty-thousand dollars go through a review by LCTCS staff and/or legal counsel.

Approved for Distribution to the Board
Dr. Monty Sullivan, President

2-12-20
Date

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM  
Policy # 5.003  
***DRAFT REVISIONS***

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Title: CONTRACT SUBMISSION AND APPROVAL

Authority: Board Action

Original Adoption: 7/12/2000

~~Prior Revision: 9/8/2010~~

~~Prior Revision: 4/11/2012~~

~~Last Revision Effective: 4/11/2012~~

Last Revision Effective: 2/12/2020

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~~Per L.R.S. 17:3351, "each postsecondary system management board as a body corporate shall have authority to enter into contracts and agreements with other public agencies with respect to cooperative enterprises and undertakings relating to or associated with college or university purposes and programs, in accordance with applicable laws." A-C~~contracts for ~~Purchasing, Professional, Personal, Social~~ and Consulting Services to be rendered shall be submitted to the appropriate official who is responsible for ~~insuring~~ ensuring that the contracts are properly prepared and executed. The contract will be signed by the appropriate Louisiana Community and Technical College System or ~~campus College~~ official i.e.; president, ~~or~~ chancellor or ~~director~~ their designee, for all services falling into the above mentioned categories.

The President and each College Chancellor ~~or Director~~ shall be authorized by the Board to enter into ~~Purchasing, Professional, Personal, Social~~ and Consulting Service contracts of less than ~~\$50,000~~ \$150,000. Contracts valued at \$20,000 or less require only the approval of the ~~President or~~ College Chancellor ~~or Director~~ and inclusion on the quarterly report mentioned below. All contracts prepared, approved, and submitted ~~by the Colleges~~ for a dollar amount of ~~\$50,000~~ \$150,000 or greater shall require the approval of the System President, or his designee, and the approval of the LCTCS Board of Supervisors. ~~Contracts to any single vendor which are at or over \$50,000 are to be reviewed by LCTCS staff and/or legal counsel, as appropriate, prior to processing.~~ The Colleges and System Office are responsible for submitting contracts to the Office of ~~Contractual Review~~ State Procurement or other appropriate state agency for approval as required.

Each institution shall submit a quarterly report of all contracts ~~\$20,000 or less but greater than \$2,000~~ but less than \$150,000 to the LCTCS. ~~Senior Vice President for Finance and Administration for System Office Review. A comprehensive report of contracts for \$20,001 and greater and less than \$50,000 shall be provided to the LCTCS Board of Supervisors on a quarterly basis.~~