

Checklist for Contract Submittal

Requirements		Contract Type			
		Personal Services	Professional Services	Consulting Services	Social Services
1	Signed Contract (2 Originals, 1 Copy) - Inclusive of the following: <ul style="list-style-type: none"> • All clauses (as required by OSP) - <i>see OSP website for current list</i> • Detailed Scope of Services with: <ul style="list-style-type: none"> * Goals * Objectives * Deliverables with Schedule * Performance Measures * Monitoring Plan • Payment Terms & Schedule • Tax ID Number • Effective Dates 	Yes	Yes	Yes	Yes
		Yes	Yes	Yes	Yes
		Yes	Yes	Yes	Yes
		Yes	Yes	Yes	Yes
		Yes	Yes	Yes	Yes
		Yes	Yes	Yes	Yes
		Yes	Yes	Yes	Yes
		Yes	Yes	Yes	Yes
		Yes	Yes	Yes	Yes
		Yes	Yes	Yes	Yes
2	Completed W-9 Form (FEIN/SSN MUST match # on contract)	Yes	Yes	Yes	Yes
3	Resume of Consultant			Yes	
4	Contractor's Board Resolution (naming person with Signature Authority) (profit and non-profit corporations) <ul style="list-style-type: none"> *This is only required when the contractor's name differs from the name of the person signing the contract. 	Yes	Yes	Yes	Yes
5	Proof of Disclosure of Ownership on file with Secretary of State (for profit corporations whose stock is not publicly traded)	Yes	Yes	Yes	Yes
6	Proof of Certificate of Authority registered with Secretary of State (out-of-state corporations)	Yes	Yes	Yes	Yes
7	Signed Certification Letter	Yes	Yes	Yes	Yes
8	Signed Transmittal Cover Letter	Yes	Yes	Yes	Yes
9	Completed/Signed BA-22 Form	Yes	Yes	Yes	Yes
10	Civil Service Approval (non-exempt contracts)	If Applicable		If Applicable	
11	Justification for Late Submittal Letter (if submitted more than 60 days after begin date)	Yes	Yes	Yes	Yes
12	Justification for Multi-Year Contract Letter (if more than 12 consecutive months)	Yes	Yes	Yes	Yes
13	Legal services contracts require the following additional signatures:		Yes		
	<ul style="list-style-type: none"> • Attorney General's Office • Office of Risk Management • The Governor's Office 		Yes		
			Yes		
14	Copy of RFP, Bid Evaluations, Award Letter, and related support			\$50k <	\$150k <
15	Certificate of Insurance (Architects/Engineers)		If Applicable		
16	Affidavit of Non-Collusion (Architects/Engineers)		If Applicable		
17	LCTCS Board Approval (contracts \$50k or more)	Yes	Yes	Yes	Yes
18	Request for Contract Approval Form (contracts \$50k or more)	Yes	Yes	Yes	Yes

**Notes: Numbers 4-18 (OSP Requirements)*

Performance Evaluations (due within 60 days of completion of performance) - The using agency shall prepare a final report on the contract, which shall include an evaluation of contract performance and an assessment of the utility of the final product, after completion of performance under a professional, personal, consulting, or social service contract.

OCR Requirements