



Policy No. 5.008

Northwest Louisiana Technical Community College

Contracts for Profession, Personal, Consulting and Social Services

Original Adoption: February 10, 2008
Effective Date: February 10, 2008
Last Revision: January 1, 2023

Contracts for professional, personal, consulting, and social services by Northwest Louisiana Technical Community College (NLTC) must be in the best interest of the College. They are to only be used when it is ascertained that no one competent to perform the services being sought is available within the resources of the College. All such contracts are administered in compliance with the provisions of this policy and the methods established by the Office of Contract Review, in accordance with state regulations.

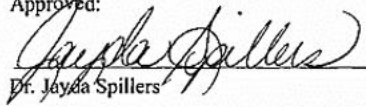
A contract for Purchasing, Professional, Personal, and Consulting Services to be rendered shall be submitted to the appropriate official who is responsible for insuring that the contracts are properly prepared and executed.

The Chancellor is authorized Board to enter into Purchasing, Professional, Personal and Consulting Service contracts of less than \$50,000. Contracts valued at \$20,000 or less require the approval of the Chancellor and inclusion on the quarterly report mentioned below. All contracts prepared, approved, and submitted by NLTC for a dollar amount of \$50,000 or greater shall require the approval of the System President, or his designee, and the approval of the LCTCS Board of Supervisors. NLTC is responsible for submitting contracts to the Office of Contractual Review or other appropriate state agency for approval as required.

NLTC shall submit a quarterly report of all contracts \$20,000 or less but greater than \$2,000 to the LCTCS System Office for 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.

Policy Reference: Louisiana Revised Statutes, Chapter 16, Professional, Personal, Consulting and Social Services Procurement, Title 39, Sections 1482 – 1518 and the Division of Administration’s Office of Contractual Review’s Procedures for Submitting Contracts for Professional, Personal, Consulting, Social Services and Interagency Agreements to the Office of Contractual Review for Approval.

Approved:

A handwritten signature in black ink, appearing to read "Jeyda Spillers", written over a horizontal line.

Dr. Jeyda Spillers

Chancellor