

RFP Contract Submission Checklist (for LaGov and ProAct RFPs)

A. Minimum Contract Content:

- Agency and Contractor signatures, signatures shall be original signatures (not a signature stamp) or electronic signatures (R.S. 9:2607, LAC 4:I.701, LAC 34:V.2509 (G)).
- Date upon which the Contract is to begin and upon which Contract will terminate.
- Maximum amount and schedule of payments to be made.
- Itemized budget if it is a cost reimbursement Contract.
- Description of the work to be performed including:
 1. Goals and Objectives,
 2. Deliverables including reports if applicable,
 3. Performance measures, and
 4. Monitoring plan.

*Descriptions can be located in the Statement of Work Attachment to the Contract.
- Schedule when reports or other deliverables are to be received, when applicable.
- Travel reimbursement language, if applicable. When a Contract includes travel and/or other reimbursable expenses, it shall contain the following language:
 1. Travel and other reimbursable expenses constitute part of the total maximum payable under the Contract, or
 2. No more than (\$_____) of the total maximum amount payable under this Contract shall be paid as reimbursable expenses, and
 3. Travel expenses shall be reimbursed in accordance with Division of Administration Policy and Procedure Memorandum 49 (The State General Travel Regulations).
- Responsibility for payment of taxes, when applicable.
- Required Clauses:
 1. Anti-Discrimination Clause (ADA),
 2. Prohibition of Discriminatory Boycotts of Israel,
 3. Tax Clause,
 4. Legislative Auditor Clause,
 5. Termination Clause
 6. Fiscal Funds Clause, if multi-year,

7. Assignability Clause,
8. Ownership Clause, if applicable,
9. Remedies for Default Clause,
10. Order of Precedence Clause,
11. Entire Agreement Clause, and
12. Outsourcing of Key Internal Controls/Independent Assurance Clause, if applicable
 - See [Guidelines for Outsourcing Key Internal Controls \(https://www.doa.la.gov/doa/ofss/forms-and-policies/\)](https://www.doa.la.gov/doa/ofss/forms-and-policies/)

B. Contract Attachments, should include but are not limited to:

- Statement of Work
- Price Schedule/Budget(s)
- Resume(s), for Consulting Contracts
- Insurance Requirements

C. Additional Attachments which are required:

- Cover Letter/Transmittal Letter**
This sample letter can be used as the cover letter when submitting a contract for review by OSP.
[Click here to download the Sample Agency Transmittal Letter \(revised 10/13/17\)](#)
- Multi-Year Letter**, if applicable
Required if the Contract term exceeds 12 months.
- Late Letter**, if applicable
Required if the Contract is submitted more than 60 days after the Contract start date.
- Certification Letter**
- BA-22**
The Office of State Procurement must verify funding availability, at least for the first fiscal year of the Contract prior to final approval. See the links below for instructions on how to prepare a form BA-22 and for a sample form which must be used by state agencies or you may contact your agency's budget office for additional information.
 - a. [BA-22 Instructions](#)

b. [BA-22 Form](#)

Board Resolution/Signature Authority

Below is a sample board resolution. When a contractor is a corporation, either for-profit or non-profit, a formal, dated board resolution must be secured and attached to the Contract indicating that the signatory is a corporate representative and authorized to sign said contract. This resolution shall not be more than 24 months old.

**MEETING OF THE BOARD OF DIRECTORS OF
(CORPORATION'S NAME)**

A meeting of the Board of Directors of (CORPORATION'S NAME) was held on (DATE), whereby a resolution was passed authorizing (NAME AND TITLE OF THE INDIVIDUAL AUTHORIZED TO SIGN ON BEHALF OF THE CORPORATION) by his signature, to enter into any and all contractual obligations on behalf of this corporation.

Secretary and/or Chairman

Secretary of State Certificate

Disclosure of Ownership

Affidavit which has been filed with the Secretary of State's Office if Contractor is a for-profit corporation whose stock is not publicly traded.

[Click this link to download the Disclosure of Ownership form from the SoS's website.](#)

If this form is unavailable, please notify and request guidance from the doa-osp-helpdesk@la.gov helpdesk.

Certificate of Authority, if applicable

Authority to do business in Louisiana if the Contractor is an out-of-state corporation, R.S. 12:304.

Civil Service Form, if applicable

Vendor Profile Data Form

Form must be updated annually. Date on the form should not be older than 12 months from the date submitted to OSP.

Performance Evaluation

[Click here to download the Contract Performance Evaluation form.](#)

A Performance Evaluation for every personal, professional, consulting or social service contract shall be prepared by the using agency in accordance with [R.S. 39:1569.1](#). The performance evaluation shall be retained by the using agency for all contracts approved under delegated authority.

For all other contracts, the performance evaluation shall be submitted to the Office of State Procurement (OSP), Professional Contracts 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.

Additionally, the using agency shall submit final evaluation reports for contracts greater than or equal to \$250,000 to the Legislative Auditor.

Please be sure to include the Professional Contract # on the report.

D. Appropriate Approvals (LAC 34.V.2521 (G)), including but not limited to:

- Civil Service*, unless exempted by Civil Service. Exemptions are listed on the Civil Service website at <https://www.civilservice.louisiana.gov/divisions/employeerelations/Contracts.aspx>;
- Attorney General*, and concurred with by Office of General Counsel if it is for legal services;
- Legislative Auditor*, if agency related financial auditing services are involved;
- Secretary of State*, certificate of authority is required if Contractor is a corporation not incorporated under State law (R.S. 12:301-302);
- Office of Technology Services - Telecommunications*, if the Contract contains any telecommunication services; etc.
- Higher Education Boards*, if applicable;
- Procurement Support Team*, for certain consulting and data processing services RFPs and subsequent contracts;