

Purchasing Department

CAMPUS WIDE MEMORANDUM

May 5, 2026

Purchasing Department

P.O. Box 9534

Baton Rouge, LA 70813

Phone: (225) 771-4580

Fax: (225) 771-2026

Re: *Instructions for the revised Professional Services Contract (PSC) and Professional Services \$2,000 or less*

Professional/Consultant Services for work which requires use of creative or artistic skills including but not limited to those individual services identified as entertainers, expert speakers, lawyers, doctors, dentists, psychologists, certified advanced practice nurses, veterinarians, architects, engineers, land surveyors, landscape architects, accountants, actuaries, claims adjusters, pharmacists, visiting professors, consultants and any other profession that may be added by regulations adopted by the Office of State Procurement of the Division of Administration.

A revised Professional Services Contract is available for use effective immediately. **The completion of a Professional Services Contract is required for professional services over \$2,000. The vendor shall sign the contract and have it witnessed.** *A purchase requisition, W9 and a quote or proposal are required with all PSCs.* If a quote is not available for individuals such as accountants, speakers, etc., then a resume' is required.

Professional Services, \$2000.00 or less, don't require a professional services contract. The "Consultant Authorization Form", page 8 of the PSC packet is required along with a W9, a quote/proposal or resume. **The form shall be completed by the vendor. The vendor's name placed on the PSC or consultant authorization form shall match the name on W9.**

All professional services documents received in the Purchasing Department will be date and time stamped. All contracts should be submitted prior to the effective date or beginning date of services to be rendered. Any contractual package received in the Purchasing Department, after the effective or beginning date of services, requires a letter of justification from the requesting department, attached thereto, explaining why the document is being submitted late. It is imperative that you submit your documents in a timely manner. ***To avoid audit findings, incomplete documents will be returned.***

If an amendment to the contract is needed, the contract amendment form is located on the Purchasing Department's website.

In addition, after the services are complete, all departments are required to complete the PSC Mandatory Evaluation Form. The link to the form is located on the Purchasing Department's website. If you have a PSC that has been completed for fiscal year 2025/26 (starting July 1, 2025), please complete the evaluation form.

Thank you for your cooperation.



Linda Antoine, Director of Purchasing

REVISED 07/20/2026

SOUTHERN UNIVERSITY AND A&M COLLEGE
Contract Approval Form

Date_____

Department_____

Campus Location_____

Telephone number_____

Email Address_____

PLEASE IDENTIFY THE SOURCE OF FUNDING...BANNER BUDGETARY CODE

Funding	Fund Code	Organization Code	Account Number	Program Number	Amount
Athletics					
Federal					
General					
Self-Generated or Auxiliary					

This is to certify that the attached contract between_____ of
(address)_____

and Southern University and A&M College_____

(Department or Campus)

(campus) has been prepared in accordance with state regulations for procurement of Professional, Personal, Social or Consulting Services.

Federal Tax Identification Number or Social Security Number

APPROVALS

Requestor _____ Print Name _____

Director/Department/Dean/VC _____ Human Resources _____

Associate VP & Sr. Administrative Operations Officer _____ Purchasing _____

**STATE OF LOUISIANA
PARISH OF EAST BATON ROUGE
PROFESSIONAL/CONSULTING SERVICES CONTRACT**

BE KNOWN, that on this day of _____ Southern University and A&M College, Baton Rouge, Louisiana 70813, hereinafter sometimes referred to as the "State" or "University" and Contractor hereinafter sometimes referred to as "Contractor" or "Vendor" does hereby enter contract under the following terms and conditions:

Contractor's Name _____

Address _____

Email _____

Phone Number _____

Federal Tax ID Number _____

Note: W9 Required with all contracts. Name above shall match name on W9.

SCOPE OF SERVICES

SPECIFIC GOALS AND OBJECTIVES

MEASURES OF PERFORMANCE

MONITORING PLAN

TERM OF CONTRACT

This contract shall begin on _____ and shall terminate on _____

PAYMENT TERMS

In consideration of the services described above, the University hereby agrees to pay the Contractor a maximum amount of \$ _____. Payment will be made only upon approval of _____

If Progress and/or completion to the reasonable satisfaction of the University is obtained, payments are scheduled as follows: _____

Upon receipt of an itemized invoice, payment shall be made by the University within thirty (30) business days.

TAXES

Before the contract may be approved, La. R.S. 39:1624(A)(10) the Contractor shall be current in the filing of all applicable tax returns and reports and in the payment of all taxes, interest, penalties, and fees owed to the state and collected by the Department of Revenue.

TERMINATION FOR CAUSE

Should the State determine that the Contractor has failed to comply with the Contract's terms, the State may terminate the Contract for cause by giving the Contractor written notice specifying the Contractor's failure. If the State determines that the failure is not correctable, then the Contract shall terminate on the date specified in such notice. If the State determines that the failure may be corrected, the State shall give a deadline for the Contractor to make the correction. If the State determines that the failure is not corrected by the deadline, then the State may give additional time for the Contractor to make the corrections or the State may notify the Contractor of the Contract termination date.

If the Contractor seeks to terminate the Contract, the Contractor shall file a complaint with the Chief Procurement Officer under La. R.S. 39:1672.2-1672.4.

TERMINATION FOR CONVENIENCE

State may terminate the Contract at any time without penalty by giving thirty (30) days written notice to the Contractor of such termination or negotiating with the Contractor a termination date. Contractor shall be entitled to payment for deliverables in progress, to the extent the State determines that the work is acceptable.

REMEDIES FOR DEFAULT

Any claim or controversy arising out of this contract shall be resolved by the provisions of LSA - R.S. 39:1672.2 - 1672.4.

OTHER REMEDIES

If the Contractor fails to perform in accordance with the terms and conditions of this Contract, or if any lien or claim for damages, penalties, costs and the like is asserted by or against the State, then, upon notice to the Contractor, the State may pursue all remedies available to it at law or equity, including retaining monies from amounts due the Contractor and proceeding against any surety of the Contractor.

GOVERNING LAW

This Contract shall be governed by and interpreted in accordance with the laws of the State of Louisiana, including but not limited to La. R.S. 39:1551-1736; rules and regulations; executive orders; standard terms and conditions, special terms and conditions, and specifications listed in the RFP (if applicable); and this Contract. Venue of any action brought, after exhaustion of administrative remedies, regarding this Contract shall be in the Nineteenth Judicial District Court, Parish of East Baton Rouge, State of Louisiana.

E-VERIFY

Contractor acknowledges and agrees to comply with the provisions of La. R.S. 39:995 and federal law pertaining to E-Verify in the performance of services under this Contract.

RECORD OWNERSHIP

All records, reports, documents and other material delivered or transmitted to Contractor by State shall remain the property of State, and shall be returned by Contractor to State, at Contractor's expense, at termination or expiration of the Contract. All material related to the Contract and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of State, and shall be returned by Contractor to State, at Contractor's expense, at termination or expiration of the Contract.

CONTRACTOR'S COOPERATION

The Contractor has the duty to fully cooperate with the State and provide any and all requested information, documentation, etc. to the state when requested. This applies even if this Contract is terminated and/or a lawsuit is filed. Specifically, the Contractor shall not limit or impede the State's right to audit or shall not withhold State owned documents.

ASSIGNABILITY

Contractor may assign its interest in the proceeds of this Contract to a bank, trust company, or other financial institution. Within ten calendar days of the assignment, the Contractor shall provide notice of the assignment to the State and the Office of State Procurement. The State will continue to pay the Contractor and will not be obligated to direct payments to the assignee until the State has processed the assignment.

Except as stated in the preceding paragraph, Contractor shall only transfer an interest in the Contract by assignment, novation, or otherwise, with prior written consent of the State. The State's written consent of the transfer shall not diminish the State's rights or the Contractor's responsibilities and obligations.

RIGHT TO AUDIT AND RECORD RETENTION

Any authorized agency of the State (e.g. Office of the Legislative Auditor, Inspector General's Office, etc.) and of the Federal Government have the right to inspect and review all books and records pertaining to services rendered under this contract for a period of five years from the date of final payment under the prime contract and any subcontract. The Contractor and subcontractor shall maintain such books and records for this five-year period and cooperate fully with the authorized auditing agency. Contractor and subcontractor shall comply with federal and state laws authorizing an audit of their operations as a whole, or of specific program activities.

FISCAL FUNDING

The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the

appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

NON-DISCRIMINATION

Contractor agrees to abide by the requirements of the following as applicable and amended: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964; Equal Employment Opportunity Act of 1972; Federal Executive Order 11246; the Rehabilitation Act of 1973; the Vietnam Era Veteran's Readjustment Assistance Act of 1974; Title IX of the Education Amendments of 1972; Age Discrimination Act of 1975; Fair Housing Act of 1968; and, Americans with Disabilities Act of 1990.

Contractor agrees not to discriminate in its employment practices and shall render services under this contract without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, disability, or age in any matter relating to employment. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

CONTINUING OBLIGATION

Contractors have a continuing obligation to disclose any suspensions or debarment by any government entity, including but not limited to General Services Administration (GSA). Failure to disclose may constitute grounds for suspension and/or termination of the Contract and debarment from future Contracts.

ELIGIBILITY STATUS

Contractor, and each tier of Subcontractors, shall certify that it is not on the List of Parties Excluded from Federal Procurement or Non-procurement Programs promulgated in accordance with E.O.s 12549 and 12689, "Debarment and Suspension," as set forth at 24 CFR part 24.

CONFIDENTIALITY

Contractor shall protect from unauthorized use and disclosure all information relating to the State's operations and data (e.g. financial, statistical, personal, technical, etc.) that becomes available to the Contractor in carrying out this Contract. Contractors should use protective measures that are the same or more effective than those used by the State. Contractor is not required to protect information or data that is publicly available outside the scope of this Contract; already rightfully in the Contractor's possession; independently developed by the Contractor outside the scope of this Contract; or rightfully obtained from third parties.

Under no circumstance shall the Contractor discuss and/or release information to the media concerning this project without prior express written approval of the State.

AMENDMENTS

Any modification to the provisions of this Contract shall be in writing, signed by all parties, and approved by the required authorities.

PROHIBITION OF DISCRIMINATORY BOYCOTTS OF ISRAEL

In accordance with R.S. 39:1602.1, for any contract for \$100,000 or more and for any contractor with five or more employees, the Contractor certifies that neither it nor its subcontractors are engaged in a boycott of Israel, and that the Contractor and any subcontractors shall, for the duration of this contract, refrain from a boycott of

Israel. The State reserves the right to terminate this contract if the Contractor, or any Subcontractor, engages in a boycott of Israel during the term of this contract.

PROHIBITION OF COMPANIES THAT DISCRIMINATE AGAINST FIREARM AND AMMUNITION INDUSTRIES

In accordance with La. R.S. 39:1602.2, the following applies to any competitive sealed bids, competitive sealed proposals, or contract(s) with a value of \$100,000 or more involving a for-profit company with at least fifty full-time employees:

Unless otherwise exempted by law, by submitting a response to this solicitation or entering this contract, the Bidder, Proposer or Contractor certifies the following:

1. The company does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association based solely on the entity or association's status as a firearm entity or firearm trade association.
2. The company will not discriminate against a firearm entity or firearm trade association during the term of the contract based solely on the entity or association's status as a firearm entity or firearm trade association.

The State reserves the right to reject the response of the Bidder, Proposer or Contractor if this certification is subsequently determined to be false, and to terminate any contract awarded based on such a false response or if the certification is no longer true.

CYBERSECURITY TRAINING

In accordance with La. R.S. 42:1267(B)(3) and the State of Louisiana's Information Security Policy, if the Contractor, any of its employees, agents, or subcontractors will have access to State government information technology assets, the Contractor's employees, agents, or subcontractors with such access must complete cybersecurity training annually, and the Contractor must present evidence of such compliance annually and upon request. The Contractor may use the cybersecurity training course offered by the Louisiana Department of State Civil Service without additional cost or may use any alternate course approved in writing by the Office of Technology Services.

For purposes of this Section, "access to State government information technology assets" means the possession of credentials, equipment, or authorization to access the internal workings of State information technology systems or networks. Examples would include but not be limited to State-issued laptops, VPN credentials to credentials to access the State network, badging access to the State's telecommunications closets or systems, or permissions to maintain or modify IT systems used by the State. Final determination of scope inclusions or exclusions related to access to State government information technology assets will be made by the Office of Technology Services.

CODE OF ETHICS

The Contractor acknowledges that Chapter 15 of Title 42 of the Louisiana Revised Statutes (R.S. 42:1101 et. seq., Code of Governmental Ethics) applies to the Contracting Party in the performance of services called for in this Contract. The Contractor agrees to immediately notify the state if potential violations of the Code of Governmental Ethics arise at any time during the term of this Contract.

CONTRACT APPROVAL

This contract is not effective until executed by all parties.

IN WITNESS WHEREOF, the parties have executed this Agreement as of this date _____.

CONTRACTOR

BY: _____
SIGNATURE

PRINT NAME AND TITLE

WITNESSED

BY: _____
SIGNATURE

PRINT NAME

WITNESSED

BY: _____
SIGNATURE

PRINT NAME

SOUTHERN UNIVERSITY AND A&M COLLEGE

BY: _____
CHANCELLOR OR PRESIDENT

PRINT NAME AND TITLE

WITNESSED

BY: _____
SIGNATURE

PRINT NAME

WITNESSED

BY: _____
SIGNATURE

PRINT NAME

CONSULTANT AUTHORIZATION FORM
SOUTHERN UNIVERSITY AND A&M COLLEGE
CONTRACTOR'S INFORMATION

Required Form for Professional Services

To be completed by the Contractor/Vendor.

Contractor/Vendor Name: _____

Address: _____ Phone No.: _____

_____ Email: _____

1. Are you a US Citizen or Resident Alien: ☐ Yes ☐ No ☐ N/A (If Entity and not an individual.)

2. Are you a current Southern University student? ☐ Yes ☐ No

3. Are you or any individual with ownership in the company, a current Southern University employee? ☐
Yes ☐ No

(Employees include full and part-time faculty and staff, graduate assistants, and student workers.)

4. Have you or any individual with ownership in the company been an employee of Southern University within the past two (2) years? ☐ Yes ☐ No

5. Are you a current employee of a Louisiana state agency or university other than Southern University? ☐
Yes ☐ No ☐ N/A

6. Are you a current or retired member of Teachers Retirement System of Louisiana (TRSL), Louisiana State Employees Retirement System (LASERS), or Optional Retirement Plan (ORP)? ☐ Yes ☐ No

7. Is the Contractor a legal entity, a child, spouse, brother, spouse of brother, sister, spouse of sister, parent, spouse of parent, or parent of spouse of a Southern University employee who will take part, or share responsibility for action of Southern University through approval, disapproval, decision, recommendation, rendering advice, investigation or failure to act or perform a duty with respect to the proposed contract? ☐ Yes ☐ No

8. Do you, or any of the individuals listed in No. 7 have ownership interest in the Contractor? ☐ Yes ☐ No

By signing below, I hereby affirm that the information provided herein to be true and accurate to the best of my knowledge. Additionally, I acknowledge that the Contractor is bound and governed by the Louisiana Code of Governmental Ethics (La. R.S. 42:1101, et seq.) and the Louisiana Procurement Code (La. R.S. 17:1551, et seq.).

Printed Name: _____ Signature: _____

Title: _____ Date: _____

SOUTHERN UNIVERSITY AND A&M COLLEGE
LETTER OF CERTIFICATION

In reference to the enclosed contract, pursuant to La. R.S. 39:1623, we do certify the following:

1. Either no employee of our agency is either competent and available to perform the services called for by the proposed contract 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, consulting, or social services contract.
3. When applicable, the requirements for consulting or social services contracts, as provided for under Louisiana Revised Statutes Title 39:1595(B) have been complied with.
4. The Office _____ has developed and fully intends to implement a written plan providing for:
 - a. The assignment of (_____) to a monitoring and liaison function;
and,
 - b. The periodic review of interim reports or other indicia of performance to date; **and,**
 - c. The ultimate use of the final product of the services.
5. A cost-benefit analysis has been conducted which indicates that obtaining such services from the private sector 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 a long-term analysis and is available for review.
6. The cost basis for the proposed contract is justified and reasonable.
7. A description of the specific goals and objectives, deliverables, performance measures and a plan for monitoring the services to be provided are contained in the proposed contract.
8. An inquiry has been conducted to determine if the contract outsources a key internal control of the agency. The results have been documented in the agency's files and are available for review, upon request. If warranted, the RFP and contract have included provisions which address the need for assurances and/or monitoring of the key internal control.
9. The Board of Regents will be notified in accordance with R.S. 39:136 if services that are the type readily susceptible to being performed by people who are employed by or who are students of a post-secondary institution of the state.

Signature _____ Print Name _____
Requesting Department _____

Title _____