

*Where Your Future Is Waiting*

**POLICY NUMBER: 5.003**

**Title: Contracts for Professional, Personal, Consulting, & Social Services**

**Effective Date: 02/10/2008**

**Last Review/Revision Date: 04/04/23**

## ***Contracts for Professional, Personal, Consulting, & Social Services***

Contracts for professional, personal, consulting, and social services by Central Louisiana Technical Community College (CLTCC) must be in the best interest of the College. They are only to 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 State Procurement - Professional Contracts Division, in accordance with the following regulations: Louisiana Revised Statutes, Chapter 16, *Professional, Personal, Consulting and Social Services Procurement*, Title 39, Sections 1482 – 1518, the Division of Administration’s Office of State Procurement-Professional Contracts Division *Procedures for Submitting Contracts for Professional, Personal, Consulting, Social Services, and Interagency Agreements to the Office of Contractual Review for Approval*, and LCTCS Policy # 5.003 Contract Submission and Approval.

All faculty, staff, and student organization members must follow the methods and procedures specified in this policy regarding the use of contracts for professional, personal, consulting, and social services. Only contracts for services obtained through these procedures are valid contracts of Central Louisiana Technical Community College.

1. **PURPOSE**  
To establish policies and procedures for administering contracts for professional, personal, consulting, and social services for Central Louisiana Technical Community College.
2. **SCOPE AND APPLICABILITY**

This policy and procedure apply to all employees and student organization members of Central Louisiana Technical Community College involved with contracts for professional, personal, consulting, and social services.

3. **DELEGATION OF SIGNATURE AUTHORITY**

The Chancellor of Central Louisiana Technical Community College must sign and approve all contracts \$19,999.99 or less for personal, professional, consulting, and social services as delegated by the Division of Administration's Office of State Procurement-Professional Contracts Division, through the Board of Supervisors for the Louisiana Community & Technical College System (LCTCS).

**Any contract or amendment to a contract signed by a CLTCC faculty or staff member will be responsible for the unauthorized contract or amendment and may be subject to disciplinary action.**

**DEFINITIONS AND CLASSES OF CONTRACTUAL SERVICES**

**Professional, Personal, Consulting and Social Services Defined**

Louisiana Revised Statute 39:1484 defines the following classes of contractual services:

1. **Personal Services** - work rendered by individuals which requires the use of creative or artistic skills, such as, but not limited to, graphic artists, sculptors, musicians, photographers, and writers or which requires the use of highly technical or unique individual skills or talents, such as, but not limited to, paramedical, therapists, handwriting analysts, foreign representatives and expert witnesses for adjudications or other court proceedings.
2. **Professional Services** - work rendered by an independent contractor who has a professed knowledge of some department of learning or science used by its practical application to the affairs of others or in the practice of an art founded on it including, but not limited to lawyers, doctors, dentists, veterinarians, architects, engineers, landscape architects, accountants and claim adjusters. A professional is a vocation founded upon prolonged and specialized intellectual training which enables a particular service to be rendered. The work "professional" implies professed attainments in special knowledge as distinguished from mere skill. For contracts with a total amount of compensation of \$50,000 or more, the definition of professional service shall be limited to lawyers, doctors, dentists, veterinarians, architects, engineers, landscape architects, accountants, claim adjusters, psychologists, certified advanced practice nurses, land surveyors, actuaries, and any other professional that may be added by regulations adopted by the Office of State Procurement - Professional Contracts Division.
3. **Consulting Services** - work, other than professional, personal, or social service, rendered by either individuals or firms who possess specialized knowledge, experience, and expertise to investigate assigned problems or projects and provide counsel, review, design, development, analysis, or advice in formulating

or implementing programs or services or improvements in programs or services, including, but not limited to, such areas as management, personnel, finance, accounting, planning, data processing, and advertising contracts except for printing associated therewith.

The term "*consulting service*" includes the procurement of supplies and services by a contractor without the necessity of complying with provisions of the Louisiana Procurement Code when such supplies and services are merely ancillary to the provision of consulting services under a contingency fee arrangement, even though the procurement of such supplies or services directly by a governmental body would require compliance with the Louisiana Procurement Code. Supplies or services ancillary to the provision of consulting services are those supplies or services which assist the contractor in fulfilling the objective of his contract where the cost for such supplies and services is less than the cost of providing consulting services, as determined by the using agency. No contract for consulting service as defined in this subparagraph shall be entered into unless it has been approved in advance by the Joint Legislative Committee on the Budget.

4. **Social Services** - work rendered by any person, firm, corporation, organization, governmental body, or governmental entity in furtherance of the general welfare of the citizens of Louisiana, including but not limited to the following objectives.

*Review Process:*

<i>Name</i>	<i>Title</i>	<i>Approval Date</i>
<i>James R. Sawtelle, III, Ed.D.</i>	<i>Chancellor</i>	

*Distribution:*

*Electronic: posted to College's website and sent via email to College personnel*