

SOUTHEASTERN
LOUISIANA UNIVERSITY
PURCHASING DEPARTMENT

SYSTEM REVIEW NOT REQUIRED

System Review is no longer required on **Service Contracts**. The following are the email correspondence regarding this process. The correspondence is between the University System of Louisiana, Southeastern LA University, and the University of New Orleans.

From: Nick Bruno
Sent: Wednesday, July 07, 2010 5:08 PM
Subject: Contract Review

Gentlemen:

I recently had a very productive meeting with Ms. Gillen, the Director of Contract Review, relative to streamlining the approval process. Ms. Gillen was very open to suggestions and will be providing to the system information on training and changes her office is considering.

In the meantime, we did agree that beginning immediately you need not send your contracts through this office for review prior to sending to OCR. Ms. Gillen will upon their review, notify the system of any issues that would need clarification and provide us with a copy of the approved contract. This will allow for more direct contact between your campus and OCR.

We did agree; however, that if recurring challenges arose with a campus(es) the System would be notified and the campus would return to having System Staff's prior approval.

Thanks.

Vice President for Business and Finance
University of Louisiana System

Edward Gautier <edward.gautier@selu.edu>

 **FW: Contract Review**

Brooke Spillers Crum

Thu, Jul 8, 2010 at 2:01 PM

Below is an email that Dr. Bruno sent out to the campus CFO's regarding processing contracts. Please forward this message to all who need this information. Thank you.

Edward Gautier <edward.gautier@selu.edu>

 **Additional Contract Processing Information**

Brooke Spillers Crum

Fri, Jul 9, 2010 at 8:26 AM

You recently received an email regarding the processing of contracts which allows you to bypass the System office for approval and send your contracts directly to the Office of Contractual Review.

It has come to our attention that there should be one exception to this rule and that is the processing of legal contracts. Because legal contracts require a different routing and approvals process, these contract should still be sent to our office for routing to the Attorney General and the Office of Risk Management for approval. All other contracts can be sent directly to OCR.

Thanks.

Brooke Crum
University of Louisiana System

System Review Not Required (con't)

From: Robbie Robinson
Sent: Tuesday, September 16, 2014 2:12 PM
To: Stephen F Kolz
Subject: RE: Legal Services Contracts

Remember it had to be sent to the AG. I sent the revised contract to them on September 9, 2014. We also just learned that ORM no longer is approving legal contracts, that the contracts are approved in the General Counsel of the DOA. Seems silly also to send it to OCR, but I will return all to you once approved by AG and GC of DOA.

Robbie Robinson, CPA
Vice President for Business and Finance
University of Louisiana System

From: Stephen F Kolz
Sent: Tuesday, September 16, 2014 2:29 PM
To: Robbie Robinson
Subject: RE: Legal Services Contracts

Robbie,

Will you know when it moves from the AG's Office to the DOA GC or will it happen without you knowing it?

I'd like to try to call OCR and see if they'll run to the DOA GC's office (probably in the same building) and get the contract to avoid the mailing time.

Thanks,
Steve

Stephen F. Kolz
Director of Materials Management
and Contracts Administrator
University of New Orleans

From: Stephen F Kolz
Sent: Tuesday, September 16, 2014 2:36 PM
To: Robbie Robinson
Subject: RE: Legal Services Contracts

Thank you, sir. I'll owe you a big one.

Thank you, Robbie.

Steve

Stephen F. Kolz
Director of Materials Management
and Contracts Administrator
University of New Orleans

System Review Not Required (con't)

From: Stephen F Kolz
Sent: Thursday, August 28, 2014 10:11 AM
To: 'Robbie Robinson'
Subject: RE: Legal Services Contracts

Robbie,

She would have allowed the strikethrough with initials if the changed clause wasn't on the signature page.

But because the initialed change was on the same page as the original signatures, the original signatures would be replaced with copied signatures, so she wouldn't allow it.

I'm not sure if OCR would allow that or not, but we can just fix and re-sign that page.

I'm sorry to put you through the trouble of dealing with it though.

Thanks,
Steve

Stephen F. Kolz
Director of Materials Management
and Contracts Administrator
University of New Orleans

Content: Correspondence Regarding Changes in Legal Service Contracts

From: Robbie Robinson
Date: Fri, Sep 26, 2014 at 11:29 AM
Subject: Legal Services Contracts
To: Susie Clay , "Steve Kolz - UNO" , "Richard.Himber"

Richard, Steve, and Susie:

Currently only 3 universities send me legal contracts for processing to the Attorney General. Many years ago all universities were sending every contract to this office for approval then processing on to either AG, OCR, etc. I think Dr. Bruno discontinued this in 2005 or close to that date. As you will see from the attached PPM, in 2000 it provides that contracts no longer require approval from the Board or System. Outside of legal contracts, we do not get any other contracts that are processed through various state agencies, including OCR.

I guess that is why most legal contracts from the other universities are not sent to this office for approval.

Would any of you have a problem if I discontinue this process, seems to just slow things down for you guys. Those that you have sent I will continue to process, but you would not need to send them to me in the future.

Robbie Robinson, CPA
Vice President for Business and Finance
University of Louisiana System