



State of Louisiana
Division of Administration
Office of Contractual Review

May 29, 2012

Att: John L. Crain, President
Southeastern Louisiana University
SLU Box 10784
Hammond, LA 70402

RE: LAGRAD Autonomies (Base Level)- Special Delegation of Authority

Dear Mr. Crain:

Your request for Division of Administration approval of FY 2012 La Grad Act Baseline Autonomies relative to contracts governed by Chapter 16 of the Louisiana Revised Statute and pursuant to Act 418 of the 2011 Regular Session of the Louisiana Legislature has been reviewed and approved by the Commissioner on February 2, 2012.

This special delegation pursuant to Act 418 will serve as your authorization from OCR to approve professional, personal, consulting, social services agreements in an amount not to exceed \$49,999 within a twelve-month period. In accordance with R.S. 39:1488, this special delegation requires adherence to the following:

1. Compliance with all statutory and regulatory requirements.
2. Assignment of a contract monitor and development of a contract monitoring plan for all contracts established.
3. Contract approval by the agency head or approved designee.
4. If institution is an ISIS/CFMS user, these contracts must be entered into the CFMS system as "OTH" document type.
5. Contracts approved under this special delegation must be reported quarterly separate from the small purchases delegation and must include the information required in the report format provided on the OCR website at <http://www.doa.louisiana.gov/OCR/quarter1.htm>.
6. This authority does not include amendments to existing contracts which have been approved by OCR or any amendments that would result in the total contract value to equal \$50,000 or greater.
7. You may not use this delegation of authority to seek additional staff or level of staff from the Department of Civil Service.

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You must notify me immediately if there is a change in staff responsible for handling contracts as this delegation is based on current staff contract performance and knowledge of the contract process. This delegation is also based on compliance with the guidelines of criteria for determining autonomy, Act 418 compliance, and the documentation you provided subsequent to those requirements.

As a result of our review of your entity's website information found at www.seju.edu/admin/purch/contacts/intor_ppcs/index.html and reviewed as a part of the LaGrad baseline autonomies request, we offer some of the following minimum recommended changes per the attached. Other changes may be required. Institution is strongly encouraged to review OCR's website at <http://www.doa.louisiana.gov/ocr/index.htm> on a periodic basis to ensure compliance with requirements.

If you have any questions regarding this matter, please contact me.

Sincerely,

Sandra G. Gillen-CPPB
Director of Contractual Review

Attachment

- c Dr. Randy Moffett/Robbie Robinson-University of Louisiana System
- Dirk Thibodeaux-DOA
- Laura Adare-OCR