

## TRANSMITTAL FOR APPROVED CONTRACT

**CONTRACTOR:** LSU Sponsored Programs

**CFMS TRACKING NUMBER:** 722762

**DCRT TRACKING NUMBER:** DCRT-OLG-13-04

**AGENCY:** Volunteer Louisiana Commission

**CONTRACT MONITOR:** Janet Pace

**FISCAL ANALYST:** Josh McDaniels

**MAXIMUM AMOUNT:** \$30,000.00

**CONTRACT PERIOD:** 05/31/13-10/31/13

Attached is either an original or copy of the approved contract/amendment for your records. Please be reminded that according to **RS 39:1500 Contract Administration**, after completion of performance, the using agency shall prepare a final report on the contract, which shall include an evaluation of contract performance and an assessment of the utility of the final product. This report shall be delivered to the Division of Administration (DOA) Office of Contractual Review, within 60-days after completion of performance and shall be retained in the official contract file.

Reports not submitted to the Office of Contractual Review within the 60-days period shall be delinquent.

To avoid delay in completing the evaluation, it is my suggestion that once the contract monitor has approved the final invoice, the performance evaluation should be completed and submitted to the Contracts Office to be recorded and submitted to the DOA.

If you have questions in regards to contract administration please contact Karen Richardson, Contracts Reviewer at 225-342-8193 or email Karen at [krichardson@crt.state.la.us](mailto:krichardson@crt.state.la.us).

# State of Louisiana



JAY DARDENNE  
LIEUTENANT GOVERNOR

CHARLES R. DAVIS  
DEPUTY SECRETARY

DESIRÉE W. HONORÉ  
UNDERSECRETARY

OFFICE OF THE LIEUTENANT GOVERNOR  
DEPARTMENT OF CULTURE, RECREATION AND TOURISM  
MANAGEMENT AND FINANCE

August 12, 2013

Ms. Winona Ward  
Louisiana State University  
and A&M College  
202 Himes Hall  
Baton Rouge, LA 70803

Dear Ms. Ward:

Attached is an approved original of the contract between the Office of the Lieutenant Governor, Volunteer Louisiana Commission and Louisiana State University and A&M College. The tracking numbers that have been assigned to this contract are DCRT-OLG-13-04 and CFMS# 722762. Please refer to these numbers in any correspondence concerning this contract.

If you have any questions or need any additional information, please contact the contract monitor listed in your contract/agreement or Karen Richardson, Contract/Grants Administrator III at (225) 342-8193.

Sincerely,

A handwritten signature in black ink, appearing to read "Desiree Honore Thomas".

Desiree Honore Thomas, CPA  
Undersecretary

DHT: kr

Attachment

cc: Janet Pace, Contract Monitor  
Josh McDaniels, Fiscal Analyst



BOBBY JINDAL  
GOVERNOR

KRISTY H. NICHOLS  
COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
**Office of Contractual Review**

June 28, 2013

Ms. Pam Breaux  
Secretary  
Department of Culture Recreation & Tourism  
Office of Lieutenant Governor  
Post Office Box 94361  
Baton Rouge, LA 70804-9361

Dear Ms. Breaux:

Enclosed are approved copies of the following contract submitted to us and received in our office on June 28, 2013.

**Department of Culture Recreation & Tourism**  
**OCR# 146-300089    CFMS# 722762    Louisiana State University**

The OCR and CFMS numbers preceding the contract name have been assigned by this office and are used as identification for the approved contract. Please use these numbers when referring to the contract in any future correspondence or amendment(s).

The Internal Revenue Service (IRS) may find that this contract creates an employment relationship between your agency and the contractor. You should be advised that your agency is responsible for all taxes and penalties if such a finding is forthcoming. It is incumbent upon your agency to determine if an employee/employer relationship exists. Your agency must make the appropriate withholdings in accordance with law and IRS regulations, if applicable.

We appreciate your continued cooperation.

Sincerely,

*Pamela Bartfay Rice (ph)*  
Pamela Bartfay Rice, Esq.  
Interim Director

PBR/la

Enclosure

LSU # 40613  
DCRT-OLG-13-D  
CFMS 722762

**STATE OF LOUISIANA  
PARISH OF EAST BATON ROUGE**

**Interagency Agreement for Consulting Services  
between  
State of Louisiana, Office of the Lieutenant Governor, Volunteer Louisiana Commission  
and  
Louisiana State University and Agricultural and Mechanical College**

**THIS INTERAGENCY AGREEMENT for Consulting Services** is entered into by and between the Office of the Lieutenant Governor, Volunteer Louisiana Commission (hereinafter sometimes referred to as "Commission") and Louisiana State University and A&M College, 202 Himes Hall, Baton Rouge, Louisiana (hereinafter sometimes referred to as "LSU" or "Contractor").

**1. Background**

Louisiana State University's Public Policy Research Lab, Manship School Research Facility, a public university program, possesses the requisite expertise and resources to conduct a statewide survey to provide the Commission information it needs to better understand volunteerism trends in Louisiana and to determine regions within the state to focus the Commission's efforts and resources. The survey will also be used to identify gaps in service where volunteers need to be recruited, both daily and during times of disaster, and to identify organizations that require additional training on effective volunteer management.

**2. Scope of Services**

As provided in greater detail in the attached exhibits, which are by this reference incorporated herein, and in order to provide the Commission information it needs to focus its resources to increase and improve the quality of volunteerism in Louisiana, the Contractor hereby agrees to:

- 2.1 Develop a Commission-approved survey questionnaire.
- 2.2 Conduct a statewide telephone survey of 800 Louisiana residents (over the age of 18), targeting the state's eight largest metropolitan areas and providing some statewide non-metro data.
- 2.3 Produce and deliver a final report that includes but is not limited to data analysis and findings on trends in volunteering in Louisiana, the volunteer rate of Louisiana adults, perceptions about volunteerism among Louisiana residents, and gaps in volunteering throughout the state.
- 2.4 Deliver telephone records, a clean copy of the data files, and a minimum of two data quality checks, and other documents that evidence the quality and integrity of the survey and conclusions.
- 2.5 Submit to the Commission all data, analyses, findings, and conclusions that will assist the Commission in achieving the goals and objectives stated herein.

The Contractor's services and deliverables will be used by the Commission to create a statewide strategy to focus its resources for the efficient and effective recruiting of volunteers and training of organizations that manage volunteers.

### **3. Payment Terms**

3.1 In consideration of the services completed to the reasonable satisfaction of the Commission, the Commission hereby agrees to pay the Contractor a fixed price amount of **\$30,000.00** (Thirty thousand dollars and no cents) according to the terms set forth herein.

3.2 Travel will not be reimbursed under the terms of this agreement.

3.3 Payments will be made as follows, upon submission of an original invoice and approval of Janet Pace, Contract Monitor and Executive Director of the Volunteer Louisiana Commission, her supervisor, designee or successor:

3.3.1 Upon the Contractor's development and submission of the survey instrument to the Commission, and the Commission's review and approval thereof, the Commission shall make payment to the Contractor in the amount of \$15,000 (Fifteen thousand dollars and no cents).

3.3.2 Upon the Contractor's completion of the survey and submission of the final report and all other deliverables referenced in this agreement, and the Commission's review and approval thereof, the Commission shall make payment to the Contractor in the amount of \$15,000 (Fifteen thousand dollars and no cents).

### **4. Taxes**

Contractor hereby agrees that the responsibility for payment of taxes from the funds thus received under this agreement and/or legislative appropriation shall be Contractor's obligation and identified under Federal tax identification number 72-6000848-1G.

### **5. Termination for Cause**

The Commission may terminate this agreement for cause based upon the failure of the Contractor to comply with the terms and/or conditions of the agreement; provided that the Commission shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have either corrected such failure or, in the case of failure which cannot be corrected in thirty (30) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the Commission may, at its option, place the Contractor in default and the agreement shall terminate on the date specified in such notice. The Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the Commission to comply with the terms and conditions of this agreement; provided that the Contractor shall give the Commission written notice specifying the Commission's failure and a reasonable opportunity for the Commission to cure the defect.

**6. Termination for Convenience**

Either party may terminate the agreement at any time by giving thirty (30) days written notice to the other. The Contractor shall be entitled to payment for all deliverables for all allowable costs incurred including non-cancellable commitments made by the Contractor up to the date the Contractor receives the written notice of termination.

**7. Remedies for Default**

Any claim or controversy arising out of this agreement shall be resolved by the provisions of LSA - R.S. 39:1524 - 1526.

**8. Ownership**

All records, reports, documents and other material delivered or transmitted to Contractor by the Commission shall remain the property of the Commission, and shall be returned by Contractor to Commission, at Contractor's expense, at termination or expiration of this agreement. Copies of all records, reports, documents, or other material related to this agreement and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall be provided to Commission upon request, at the Contractor's expense, at termination or expiration of this agreement.

**9. Nonassignability**

Contractor shall not assign any interest in this agreement by assignment, transfer, or novation, without prior written consent of the Commission. This provision shall not be construed to prohibit the Contractor from assigning his bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the Commission.

**10. Contract Approval, Amendments in Writing**

This contract is not effective until approved by the Director of the Office of Contractual Review. Any alteration, variation, modification or waiver of provisions of this contract shall be valid only when reduced to writing, executed by all parties, and approved by the Director of the Office of Contractual Review.

**11. Auditors**

It is hereby agreed that in accordance with La. R.S. 24:513 the Legislative Auditor of the State of Louisiana and/or the Office of the Governor, Division of Administration and/or the Department of Culture, Recreation and Tourism auditors shall have the option of auditing all accounts of Contractor that relate to this agreement.

**12. Term of Contract**

This contract shall begin on May 31, 2013 and shall terminate on October 31, 2013.

### **13. Fiscal Funding**

The continuation of this agreement is contingent upon the legislative appropriation of funds to fulfill the requirements of the agreement. If the legislature fails to appropriate sufficient monies to provide for the continuation of the agreement, 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 agreement, the agreement shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

### **13. Discrimination Clause**

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

Contractor agrees not to discriminate in its employment practices, and will render services under this agreement without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, or disabilities.

Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of this 27 day of June, 2013.

**WITNESSES' SIGNATURES:**

Aida C. Smith  
[Signature]

**STATE AGENCY SIGNATURE:**

By: Charles R. Davis  
Charles R. Davis, Deputy Secretary  
Office of the Lieutenant Governor,  
Department of Culture, Recreation and  
Tourism

IN WITNESS WHEREOF, the parties have executed this Agreement as of this 27 day of June, 2013.

**WITNESSES' SIGNATURES:**

[Signature]  
[Signature]

By: Janet Pace  
Janet Pace, Executive Director  
Volunteer Louisiana Commission

IN WITNESS WHEREOF, the parties have executed this Agreement as of this 25 day of June, 2013.

**WITNESSES' SIGNATURES:**

Ryan R. Green  
[Signature]

**CONTRACTOR SIGNATURE:**

By: Stephanie Lindsey  
Winona Ward, Executive Director  
Office of Sponsored Programs  
Louisiana State University and A&M  
College

APPROVED  
OFFICE OF THE GOVERNOR  
OFFICE OF OPERATIONAL REVIEW

JUN 28 2013

[Signature]  
DIRECTOR

## **Exhibit A**

**Agency:** Office of the Lieutenant Governor,  
Volunteer Louisiana Commission

**Contractor:** Louisiana State University and A&M College

**Contract Monitor:** Janet Pace, Executive Director  
Volunteer Louisiana Commission

### **Purpose:**

To conduct a volunteerism survey to measure the level of volunteerism in Louisiana and the demographics of those who volunteer. This information will be used to better understand the fluctuation of volunteerism in current and past years and to identify areas of the state where volunteerism needs to be fostered and expanded to meet critical social needs.

### **Goals and Objectives:**

- A statewide telephone survey of Louisiana residents (over the age of 18) will be conducted to understand who volunteers, the agencies and organizations they volunteer with, the kinds of volunteer activities they undertake, the community needs being met and the barriers to volunteering.
- Contractor will produce a report based on the survey identifying trends in volunteering, the volunteer rate of adults in Louisiana, and gaps in volunteering within the state.

### **Commission Resources:**

The Commission will provide LSU with a draft instrument (in rough draft form – bullets, questions, etc.) and work with LSU to create the final survey questionnaire. The Commission will provide approvals of the instrument in a timely manner to keep the overall survey data collection on the agreed upon timeline.

### **Contract Deliverables:**

1. Contractor will provide telephone sample records for calling and program the survey instrument for WinCATI.
2. Contractor will collect approximately 800 telephone surveys (approximately 800 completed telephone interviews) between August and September 2013.
3. Contractor will perform a minimum of two data quality checks (initial and mid-point) and provide a clean copy of the data files (SPSS data file, codebook and last disposition report), as well as a “topline” report following the completion of data collection. (“Topline” data reports include frequencies on all questions and basic cross tabulations as specified and agreed upon by Commission and Contractor.)

**Performance Measures:**

Contractor's performance will be measured by the timely and successful completion of each all services and deliverables as outlined in the Scope of Services and Exhibit A and the usefulness of the final report in assisting the Commission achieve the goals and objectives stated herein.

**Monitoring Plan:**

Janet Pace, Executive Director of the Volunteer Louisiana Commission, or her designee or successor, will be the Contract Monitor.

The Contract Monitor shall:

1. Monitor and evaluate the Contractor's performance to ensure all services are rendered on time, on budget, and in accordance with the terms and purposes of this agreement.
2. Review and approve all deliverables and invoices prior to the release of any payments to the Contractor.
3. Report any deficiencies in the Contractor's performance to the DCRT/Office of Management and Finance on the appropriate contract performance evaluation form within 45 days after the termination of this agreement.

**Utility of Final Product:**

This survey will increase the Volunteer Louisiana Commission's ability to continue to make a positive impact across the state by engaging more volunteers to meet critical social needs. The data will be used to identify gaps in service where volunteers need to be recruited, organizations that need training on best practices of using volunteers, areas to train volunteers for disaster preparedness, as well as highlight communities that can serve as models of success for the rest of the state.

**Exhibit B**  
**Number of completed surveys in each region and parish**

	<u>Metro Area</u>	<u>Parishes Within</u>	<u>(N=)</u>
1	Shreveport	Caddo, Bossier, Webster	80
2	Monroe	Ouachita	80
3	Alexandria	Rapides	80
4	Lake Charles	Calcasieu	80
5	Lafayette	Acadia, Lafayette, St. Martin, St. Landry	80
6	Houma	Terrebonne, LaFourche	80
7	Baton Rouge	East Baton Rouge, West Baton Rouge, Livingston, Ascension	80
8	New Orleans	Orleans, Jefferson, St. Bernard, St. Charles	80
9	NON-METRO	SEE LIST OF PARISHES BELOW	80
	<b>Subtotal =</b>		<b>720</b>
	Statewide	Cell	100
	<b>TOTAL</b>		<b>820</b>

<b>NON-METRO AREAS</b>		
Allen	Grant	Saint Helena
Assumption	Iberia	Saint James
Avoyelles	Iberville	Saint John the Baptist
Beauregard	Jackson	Saint Mary
Bienville	Jefferson Davis	Saint Tammany
Caldwell	LaSalle	Tangipahoa
Cameron	Lincoln	Tensas
Catahoula	Madison	Union
Claiborne	Morehouse	Vermilion
Concordia	Natchitoches	Vernon
DeSoto	Plaquemines	Washington
East Carroll	Pointe Coupee	West Carroll
East Feliciana	Red River	West Feliciana
Evangeline	Richland	Winn
Franklin	Sabine	

Calls begin in August – no more than 60 day field time. The weighting will take care of each Metro-Area while identifying numbers that can be applied statewide. LSU Public Policy Research Lab will factor in the complex weighting.

**Exhibit C  
Budget**

<b>Activity</b>	<b>Cost</b>
Invoice 1 – EVENT  Development of survey questionnaire by June 30, 2013	<b>\$15,000</b>
Invoice 2 – EVENT  Completion and receipt of telephone sample records  Completed phone surveys/interviews  Final report identifying trends in volunteering, the volunteer rate of adults in Louisiana and gaps in volunteering within the state	<b>\$15,000</b>
<b>Total</b>	<b>\$30,000</b>

## CONTRACT FISCAL INFORMATION SHEET

**PLEASE COMPLETE THIS FORM AND ATTACH TO CONTRACT WHEN IT IS TIME TO ROUTE CONTRACT FOR APPROVALS AND SIGNATURES.**

CONTRACTOR'S NAME: Louisiana State University and A&M College

CONTRACTOR'S ADDRESS: 202 Himes Hall, Baton Rouge, Louisiana 70803

CONTRACTOR'S FEDERAL ID#: 72-6000848-1G

SOCIAL SECURITY #: N/A

CONTRACTOR'S CONTACT PERSON: Michael Climek

CONTRACTOR'S TELEPHONE: 225.578.7499

EMAIL ADDRESS: mclimek@lsu.edu

TOTAL CONTRACT AMOUNT: \$30,000                      Amendment Amount: N/A

CONTRACT PERIOD:        From: May 31, 2013        to October 31, 2013

FUNDING AGENCY:        DCRT, OLG/La Serve Commission

SOURCE OF FUNDS:        Line Item Appropriation N/A  
State       100       Percent  
Federal                    Percent  
Self-generated            Percent  
Other                    Percent

MATCH TO GRANT(if any):   Admin Grant 4612/6312  

Organ. 4611	Object 3740	Sub Object	Reporting Cat. 6360
Organ.	Object	Sub Object	Reporting Cat.
Organ.	Object	Sub Object	Reporting Cat.

**BRIEF DESCRIPTION OF SERVICES:**

To conduct a volunteerism survey to measure the level of volunteerism in Louisiana and the demographics of those who volunteer. This information will be used to better understand the fluctuation of volunteerism in current and past years and to identify areas of the state where volunteerism needs to be fostered and expanded to meet critical social needs.

STAFF PERSON TO MONITOR CONTRACT: Janet Pace

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CHECK OFF IF APPLICABLE TO THE CONTRACTOR AND **PROVIDE THE NECESSARY DOCUMENTATION:**

**CORPORATIONS:**

       **Public Municipality**

       **Nonprofit Corporation**  
*(Requires Board Resolution of Authority)*

       **Profit Corporation**  
*(Requires Board Resolution of Authority and Disclosure of Ownership)*

       **Out of State Corporation**  
*(Requires Certificate of Authority to do business in Louisiana and requires agency justification)*

       **Sole Proprietor.**  
*(Requires statement written on company letterhead/stationary stating that the person is indeed the sole owner and as such has the authority to sign on behalf of the company)*

       **Out of State Contractor**  
*(Requires agency justification)*

       **Contractor is a Consultant**  
*(Requires resume if contracting with individual or sole proprietor of a company)*

       **Advance Payment**  
*(Requires justification from contractor and agency approval)*

       **Multiyear Contract**  
*(Requires agency justification)*

       **RFP Contract**

**Office of Lt. Governor/  
Department of Culture, Recreation & Tourism  
Funding Agreement Checklist**

**Agency/Program:** Volunteer Louisiana/Volunteerism

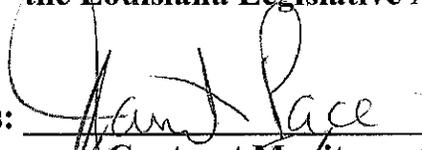
**Recipient:** Louisiana State University (Sponsored Programs)

- Indicate:**
- Cooperative Endeavor
  - Professional Services Contract
  - Personal Services Contract
  - Consulting Services Contract
  - Social Services Contract
  - Grant: Indicate Specific Program
  - Line Item Appropriation
  - Letter of Agreement

**Yes    No**

- |                                     |                                     |  |
|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Does the agreement include budget worksheet?   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Does the agreement include anticipated uses?   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Does the agreement include estimated duration of the project?  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Does the agreement include goals, objectives, and measures of performance?   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Does the agreement indicate requirement of written progress report every six (6) months? <i>This is a contract for conducting a statewide telephone survey. No report is required.</i> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Does the agreement notify the recipient of Louisiana Audit Law (R.S.24:513)? (See attached schedule)   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Has the comprehensive budget been approved by the appointing authority?  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Has the comprehensive budget been properly transmitted to the Louisiana Legislative Auditor?   |

**Signatures:**

  
\_\_\_\_\_  
Contract Monitor

  
\_\_\_\_\_  
Appointing Authority

8-14-13  
Date

8/30/2013  
Date

