

A. PAYMENT PROVISIONS:

1. Detailed Payment Terms: In consideration of the services described below, Commission hereby agrees to pay the Contractor a maximum amount of *one hundred-fifty thousand dollars (\$150,000.00)*.
 - a. Billing Frequency: The Contractor shall bill the Louisiana Sales and Use Tax Commission for Remote Sellers (“Commission”) on a monthly basis for services provided.
 - b. Approval of Invoice for Payment: Payment will be made to the Contractor after written acceptance by LDR of all deliverables and approval of an invoice. The Commission will make every reasonable effort to make payment within thirty (30) days of the approval of a correct invoice and under a valid contract. Payment will be made only on approval of the Executive Director of the Commission or the Commission’s designee.
 - c. Billing Details/Guidelines: The parties also agree the specific billing provisions as set forth below will be adhered to and all the costs described below are included in the maximum amount of the contract.
 - i. Rate of Compensation: In consideration for providing the Services herein in sections B and C of these supplemental pages, the Contractor will bill the Commission based upon the hours it expends to accomplish sections B and C of the contract at the rates established below not to exceed the maximum amount of the contract .
 - ii. All time will be recorded by the Contractor in 6-minute intervals (.1 hours). Additionally, Fees shall be paid in accordance with the provisions/chart below:

Position Title	Rate Of Pay Per Hour
Director	\$ 275-\$385 per hour
Associate Director	\$190-\$295 per hour
Manager	\$150-\$210 per hour
Senior	\$ 110 - \$160 per hour
Staff	\$95- \$130 per hour

- iii. Travel: Any and all travel associated with and incurred by the Contractor for the purposes of this contract shall be paid in accordance with the reimbursement amounts set forth in the Louisiana Travel Reimbursement Guidelines found in PPM 49 and its pocket guide, which can be found at the web address of: <http://www.doa.louisiana.gov/osp/osp.htm>.
 - iv. Miscellaneous: The Contractor will invoice LDR for reimbursement costs associated with all the out-of-pocket expenses such as postage, shipping, and freight expended for the purposes of this contract
2. Late Payments: Interest due by the Commission for late payments shall be in accordance with R.S. 39:1695 and 13:4202.

B. SCOPE OF SERVICES AND STATEMENT OF WORK: Contractor hereby agrees to furnish the following services:

- 1. Written or oral guidance for recognizing revenue on collection of sales tax.
- 2. Guidance and assistance in the preparation of the Annual Financial Report for the Fiscal Year ending 2022.
- 3. Developing and documenting the best practices of accounting policies and workflow to include:
 - a. Reconciliation guidelines and processes between the sales tax collection system of record and the general ledger accounting system including researching, resolving and documenting any variances on a monthly basis
 - b. Internal controls and segregation of duties of the accounting functions between existing and future staff positions
- 4. Preparation of reconciliations from the system of record to the general ledger and cash collections for periods since inception through June 30, 2022. <<insert a deadline??>>
- 5. Monthly bookkeeping assistance, as needed, by the Commission (until the Commission is able to obtain adequate internal resources) including:
 - a. Maintaining financial transactions in QuickBooks system each month and providing that system to the Commission
 - b. Assist with timely monthly bank and sub-ledger reconciliations, including reconciliations of the system of records to the general ledger and cash collection periods
 - c. Providing monthly financial data and reports requested by the Commission three days before the monthly Commission meetings (usually held on the second Thursday of the month).
- 6. Provide guidance and assistance in selection of an accounting software that integrates to the extent possible with the sales tax collection system of record.
- 7. Prepare a compensation study for the Executive Director of the Commission to be presented no later than October 31, 2022 to be presented at the November 10, 2022 Commission meeting.

