



SAN JOAQUIN **DELTA COLLEGE**

**CONTRACTS
BUSINESS PROCESS
EFFECTIVE DECEMBER 2019**

Crystal Chavez, Contracts Technician

Steps to be completed by Division/Department

Step 1. Obtains and/or Generates Contract/Agreement/MOU (here after identified as “Agreement”)

There are only two Types of Agreements:

- District – an Agreement that is generated or created by the District
- Non-District – an Agreement that is generated or created by the outside party or parties

Step 2. Generates the Contract cover page:

Signature on the contract cover page indicates **review** and **approval** of:

- Term (Cannot exceed 5 years, per Education Code 81644)
- Cost/Revenue
- Funds Available
- Scope (Technical Review is done by Subject Matter Expert/End User – **NOT Reviewed/Approved by the Contracts Office**)

Step 3. If applicable: When contracting with an Individual or a Temp Agency Human Resources **MUST** sign off on the Independent Contractor Evaluation Form.

Step 4. Where to submit contract, if:

District Agreement

\$0

- Manager and Area Vice President Signs contract cover page
- contract cover page with signatures and agreement **MUST** be submitted to Contracts Office for processing and a SJDC Contract # will be assigned, agreement will be signed by Vice President of Administrative Services
- Will be ratified by the Board of Trustees

\$1 - \$ 5,000

- Manager signs contract cover page
- Area Vice President signs Agreement
- Once *fully executed, department enters requisition for processing with documents attached

\$5,001 - \$49,999

- Manager and Area Vice President Signs contract cover page
- Contract cover page with signatures and agreement **MUST** be submitted to Contracts Office for processing and a SJDC Contract # will be assigned, agreement will be signed by Vice President of Administrative Services
- Once *fully executed, department enters requisition for processing with documents attached

\$50,000 - Current contract bid threshold set by **PCC 20651 and over

- Manager and Area Vice President Signs contract cover page
- Contract cover page with signatures and agreement **MUST** be submitted to Contracts Office for processing and a SJDC Contract # will be assigned, once processed the Contract office will submit to the President's office
- A meeting between the Area VP and the President will be scheduled by the President's office prior to final signature
- Amount over contract bid threshold set by **PCC 20651 **REQUIRES**
 - Competitive Formal bidding (unless exempt per ***GC 53060)
 - Pre-approval by the Board of Trustees (District ****AP 6340) via Board Items entered by Area VP's office
- Once *fully executed, department enters requisition for processing with documents attached

* Fully executed: Signed by the District and the outside agency, ** Public Contract Code, *** Government Code, ****Administrative Procedure

Step 4. continued... Where to submit contract, if:

Non-District Agreement

\$0

- Manager and Area Vice President Signs contract cover page
- Contract cover page with signatures and agreement **MUST** be submitted to Contracts Office for processing and a SJDC Contract #, agreement will be signed by Vice President of Administrative Services
- Will be ratified by the Board of Trustees

\$1 - \$49,999

- Manager and Area Vice President Signs contract cover page
- Contract cover page with signatures and agreement **MUST** be submitted to Contracts Office for processing and a SJDC Contract #, agreement will be signed by Vice President of Administrative Services
- Once *fully executed, department enters requisition for processing with documents attached

\$50,000 - Current contract bid threshold set by **PCC 20651 and over

- Manager and Area Vice President Signs contract cover page
- Contract cover page with signatures and agreement **MUST** be submitted to Contracts Office for processing and a SJDC Contract #, once processed the Contract office will submit to the President's office
- A meeting between the Area VP and the President will be scheduled by the President's office prior to final signature
- Amount over contract bid threshold set by **PCC 20651 **REQUIRES**
 - Competitive Formal bidding (unless exempt per ***GC 53060)
 - Pre-approval by the Board of Trustees (District ****AP 6340) via Board item(s) entered by Area VP's office
- Once *fully executed, department enters requisition for processing with documents attached

Fully executed: Signed by the District and the outside agency, ** Public Contract Code, *** Government Code, ****Administrative Procedure

Step 5. If applicable: Amendments

Amendments:

A change to the original agreement within the existing term

- Addition to Scope of Work
- Extension or Deduction of Term (Total contract term cannot exceed 5 years, per Education Code 81644)
- Dollar Amount
 - Decrease
 - Increase (Cannot exceed bid threshold **PCC 20651 or 10 % of original contract amount, **PCC 20659)
- Name change of the outside party or parties

Where to route Amendments for Signature:

\$0 (ALL AGREEMENTS)

- Contract cover page with signatures and agreement MUST be submitted to Contracts Office for processing, agreement will be signed by Vice President of Administrative Services.

\$ 1 - \$5,000 (DISTRICT AGREEMENTS)

- Manager signs contract cover page, area VP signs agreement

\$1 - \$5,000 (NON-DISTRICT AGREEMENTS)

- Contract cover page with signatures and agreement MUST be submitted to Contracts Office for processing, agreement will be signed by Vice President of Administrative Services

\$5,001 and OVER (ALL AGREEMENTS)

- Contract cover page with signatures and agreement MUST be submitted to Contracts Office for processing, agreement will be signed by Vice President of Administrative Services or the President if over \$50,000.
- If amendment exceeds contract bid threshold set by **PCC 20651, **REQUIRES**
 - Competitive bidding (unless exempt per ***GC 53060)
 - Pre-approval by the Board of Trustees (District ****AP 6340) via Board Items entered by Area VP's office

** Public Contract Code, *** Government Code, ****Administrative Procedure

Steps to be completed by the Contracts Office

Step 1. Verifies that the packet is complete and contains:

- Contract cover page
 - Signed by Manager/Area Vice President
- Independent Contractor Evaluation Form
 - Signed by Human Resources
- W-9/Supplier Registration Form, if not on file
- Insurance requirements are met, obtain insurance if not provided
- Agreement
 - Checks for Governing Laws within the State of CA
 - Checks for Automatic Renewal Language (Cannot exceed 5 years, per Education Code 81644)

Step 2. Contract Database Management:

- Assign SJDC Contract #
- Validate:
 - Cost
 - Term
 - Insurance, if work is being performed on Campus

Step 3. Signature Process:

INTERNAL AGREEMENT

\$0

- VP of Administrative Services signs contract cover page and Agreement
- Once *fully executed agreement is emailed to the Department and outside agency

\$1 - \$5,000

- Processed by Division/Department – **See slide #3**

\$5,001 - \$49,999

- VP of Administrative Services signs contract cover page and Agreement
- Once *fully executed agreement is emailed to the Department and outside agency
- Department **MUST** attached Agreement and contract cover page to requisition for processing

EXTERNAL AGREEMENT

\$0 - \$49,999

- VP of Administrative Services signs contract cover page and Agreement
- Once *fully executed agreement is emailed to the Department and outside agency
- Department **MUST** attached Agreement and contract cover page to requisition for processing

INTERNAL AND EXTERNAL AGREEMENT

- **\$50,000 - Current contract bid threshold set by **PCC #20651 and over**
 - VP of Administrative Services signs the contract cover page
 - Once processed the Contract office will submit to the President's office
 - President's office sets up meeting with Area VP prior to final signature
 - If applicable, once Board approved the agreement is **fully executed and emailed to the Department and outside agency
 - Department **MUST** attached Agreement and contract cover page to requisition for processing

Fully executed: Signed by the District and the outside agency, ** Public Contract Code

Threshold Snapshot:

COST or REVENUE	DISTRICT AGREEMENT	NON-DISTRICT AGREEMENT
\$0	Assigned a SJDC Contract #, VP of Administrative Services signs contract cover page and Agreement	
\$1 - \$5,000	Processed by Division/Department, NO SJDC Contract # assigned	Assigned a SJDC Contract #, VP of Administrative Services signs contract cover page and Agreement
\$ 5,001 - \$49,999	Assigned a SJDC Contract #, VP of Administrative Services signs contract cover page and Agreement	
\$50,000 – above	Assigned a SJDC Contract #, VP of Administrative Services signs contract cover page and Agreement is signed by President	

Agreement packet consists of:

- Contract cover page
- Agreement
- Independent Contractor Evaluation Form, if applicable
- Insurance, if applicable
- W-9/Supplier Registration Form, if not on file
- Proposal/Quote, if applicable