

RCCD Internal Procedures for Processing Contracts (January 2020 Update)

NOTE: A vendor, contractor, or any other person/entity, providing services or product to RCCD is not to begin performance under a contract unless the contract has been signed by both parties, the Vendor's Certificate of Insurance has been received and the P.O. has been approved and issued to the vendor by the purchasing office.

All Agreement/Contract (A/C) Over \$95,200 must have approval by the Board of Trustees and can only be signed by VC, Business and Financial Services.

1. The Department is to make sure they have the funding and a budget account set up before they proceed with the A/C.

2. The Department sends the A/C to General Counsel for review.

3. The General Counsel will send A/C back to department indicating it is either approved to go forward for Board approval or will note changes needed

4. The Department will: Make the necessary changes; obtain approval from the vendor for the changes, prior to placing the item on a Board agenda; and, prepare the A/C for Board committee, if necessary, or to the Board consent items agenda, for approval.

7. The Vice Chancellor of Business and Financial Services will:

- forward the signed originals of the A/C to the Purchasing department. One original will be kept on file and added to the contract database spreadsheet.
- Copies will be made and distributed to Accounts Payable and the originating department.
- **Note:** The originating department will send a signed original contract to their vendor contact.

8. It is the processing Department's responsibility to obtain the Certificate of Insurance at the time the vendor is signing the A/C. The required Certificate of Insurance **MUST** accompany the Contract packet (#6 above). Otherwise, the packet will be returned to the sender and not processed until the Certificate of Insurance is received.

6. The department will send to the Budget office:

- A Contract Transmittal Form with a copy of the board report,
- 2 originals of the A/C, signed by the vendor,
- The Vendor's Certificate of Insurance (unless the insurance requirement has been waived by Risk Management, Safety & Police or Legal)
- and a copy of the purchase requisition created in Galaxy, to the Budget office for funding verification
- Budget office will forward all documents to the **Vice Chancellor of Business and Financial Services** for review and signature. (NOTE, on the Contract Transmittal Form, in the blank where the area VP/VC would normally sign, put in the words "Board Approval on _____", filling in the date of the Board meeting at which the document was approved.) For additional information on the certificate of insurance, see #8.

5. Once the A/C is approved by the board, the department will initiate a purchase requisition (type A) through Galaxy and send the agreement (2 copies) to the vendor for signature before it goes to the Budget Office (BO).

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**All Agreement/Contract (A/C)
Under \$95,200 do not need
Board of Trustees approval but
they need signature of a
President or Vice Chancellor or
Business and Financial
Services.**

A written contract is necessary when the vendor requires one. A Purchase order is a Contract/Agreement and binds both parties to the terms and conditions of the Purchase order.

1. The Department is to make sure they have the funding and a budget account set up before they proceed with the A/C.

2. The Department sends the A/C to General Counsel for review.

3. The General Counsel will send A/C back to department indicating it is either approved to go forward for Board approval or will note changes needed

4. If changes have been made to the original A/C, department will make sure vendor approves of the changes.

5. Once the A/C is in final form, the GC will give approval, by email that the document may go forward.

6. The Department will:

- obtain the signature of the vendor on two (2) originals of the A/C.
- IF the department desires to keep an original of the document for their files, then three (3) originals are needed.

7. At College Level

- The College department will:
 - Complete a Contract Transmittal Form,
 - Initiate a purchase requisition (type A) through Galaxy
 - Send all, along with the vendor- signed copies of the A/C and the vendor's Certificate of Insurance (unless the insurance requirement has been waived by Risk Management, Safety & Police or Legal – see #3 below) **to the College Vice President of Business (VPB)**, for general and budget review/approval.
 - The VPB will indicate approval in the appropriate blanks on the transmittal form, and forward the packet **to the President** for review and signature.
- The President's Office will forward the packet to the Budget Office for funding verification and logging into the contracts database.
- After logging, the Budget Office will:
 - forward the packet to the **Purchasing** Department.
 - The Purchasing Department will retain one of the originals, send a copy to **Accounts Payable** and send the other original back to the **originating department**,
 - The department will forward it on to the vendor contact, keeping a copy in the department's files.

NOTE: Even though the actual contract does not need to go to the Board for prior approval, it will appear on a list, prepared by the Purchasing Department, as part of the Purchase Order listing on the consent Board agenda, for ratification by the Board