1. **Types of Contracts** – there are many types of services that the college uses that require formal contracts, they include: vendor contracted services, construction, turnkey services that include equipment installation and support, facility use agreements, independent contractors, training agreements, consultants, Memorandum of Understanding (MOU’s) and others.

2. **Use of Contract Forms** – Purchasing uses pre-authorized contract forms, these forms have gone through legal review for compliance with purchasing terms and conditions. They are used for different types of services that include architect and engineering services, other professional services, consultants and construction.

3. If a *vendor generated contract form is used*, the Purchasing Department will ensure that the below provisions are included in the contract, as they apply to the specific type of service:
   - Venue - must be Sonoma County
   - Term - starting and ending date
   - Price – firm price or a “not to exceed” amount
   - Deliverables - services that the vendor must deliver and the dates for completion
   - Insurance requirements
   - Hold Harmless clause indemnifying the District (examples can be provided by Purchasing)

4. **Services Contracts** – these contracts have requirements that are specific to the type of service being provided, some of those requirements include current proof of insurance-when the vendors are on-site, the use of prevailing wages for public works, vendor certifications and licensing.

5. **Applications for use of facilities** for purposes of conducting classes, a class schedule is required with the application.

6. **Construction contracts** – typically construction contracts have more requirements and are based on a formal or informal bid process (CUPCCA Program). Additional vendor requirements apply to these contracts and include the use of prevailing wage rates for labor; bid payment and performance bonds and current proof of insurance in limits required by SCJC for liability, automobile, workers compensation, builder’s risk.

7. **Contracts issued with federal funds** – any contract issued that is funded with federal funds requires compliance with specific federal requirements such as construction -Davis Bacon Act (federal government adopted prevailing labor rates), Equal Employment Opportunity, Copeland “Anti- Kickback” Act, Contract Work Hours and Safety Standards Act, Rights to Inventions Made Under a Contract or Agreement, Clean Air Act, Byrd Anti Lobbying Amendment, Debarment and Suspension and Buy American Act. Vendors receiving contracts must agree to comply with these provisions.

8. **Form Processing** – the contract form (2 originals) is completely filled out by the vendor and submitted to Purchasing. The signing of the contract is handled as follows:
   - If using a pre-approved District contract form - the vendor signs the contract first and it is then submitted to Purchasing.
   - If using a vendor issued contract form - the District signs the contract first and submits it to the vendor for signature.

   - Purchasing may require that the vendor make changes to their contract form to meet District Policy requirements.
9. Once the contract is signed by the vendor, the hard copies are forwarded to Purchasing along with all applicable documents.

10. The contract document is reviewed for completeness and forwarded to the Director of Purchasing for signature. The District requires original signatures on contracts (wet signature).

11. Once signed, the Purchasing Specialist assigns a contract number and the contract information is logged in a departmental master spreadsheet. A monthly updated contract list is included in the Board of Trustees Board agenda contract report for services >$250.00.

12. A copy of the contract is then returned to the requesting department or to the vendor depending on the instructions issued by the requesting department.

13. The processing time for contracts may be delayed due to incomplete information or the lack of proof of insurance, if required.

14. Once the contract processing is completed, the requesting department issues a requisition in the “Escape” Finance system. Purchasing issues a Purchase Order to the vendor authorizing the vendor to begin work and deliver services.

15. The requesting department is responsible for monitoring and ensuring that the vendor performs to their satisfaction and in compliance with contract provisions. Problems with contract compliance need to be communicated to the Purchasing Department in a timely manner.