REQUEST FOR CONTRACT PROCEDURES

Goods and Services (Non-Construction)

1 AB5 Checklist

Requester completes AB5 checklist section of the RFC; if checklist results in the action to submit a Request for Contract Form (RFC), the Requester proceeds with completing the RFC.

2 RFC

Requester submits RFC with attachments (see RFC form for details) and forwards for Approvals through Adobe Sign.

3 Signatures & Livescan

Approvers review & sign; if applicable, Exec Director/VP also determine Livescan[1] requirements by checking "Yes" or "No" after they initial.

4 RFC Emailed

Requester emails approved RFC and attachments to **purchasing@avc.edu** with subject line: **"CONTRACT REQUEST"**

5 Contract Drafted

Purchasing reviews & sends to President for approval if applicable, then completes request and forwards to Requester for review. Timeline:

- AVC Standard boilerplate: 3-5 business days
- Vendor's Contract/MOU: 5-10 business days (longer if legal counsel involved). ***Allow min. 30-60 days prior to Board deadline for possible negotiations and Livescan.***

6 Requester Review

Requester reviews the contract and notifies purchasing of any revisions. If applicable, Requester also obtains proof of Livescan[1] approval from HR and forwards to Purchasing.

7 Contract Sent to Vendor

Purchasing sends contract to Vendor for review. Purchasing works with Vendor and Requester on all requested revisions/negotiations and to obtain insurance documents. Once contract is finalized, Purchasing routes through Adobe Sign for Review & Signature (see below). Adobe Sign routes contract back to the Requester to process as specified below.

NOTE: THE PRESIDENT IS THE ONLY AUTHORIZED SIGNER FOR THE DISTRICT

8 Contract/MOU less than $25K

Purchasing routes contract to Exec Director/VP for approval, then to Vendor for signature, then to the President for final signature.

Contracts less than $25K must be approved by the board via the PO Report, prior to sending a copy of the PO to the vendor.

See Purchasing Website for Board Deadline Dates. At Purchasing's discretion, Requester may need to submit Board agenda item for high risk contracts.

8 Contract $25K+

Purchasing routes contract to Exec Director/VP for approval, then to Vendor for signature.

Requester creates Board agenda item for partially-executed contract, and once approved, forwards approved agenda item to Purchasing.

Purchasing forwards the contract to the President for final signature once approved agenda item is received from Requester.

9 Requisition

Requester uploads F.E. contract and other supporting documentation to OnBase per the REQ Checklist then completes Requisition.

10 PO

Purchasing creates PO when REQ is aproved.

11 Services Begins

Other party can begin work with assigned PO and submit invoices for payment.

For more information go to https://www.avc.edu/administration/busserv/purchasingcontracts **or** email purchasing@avc.edu

Updated: 11/1/2021

[1]**Allow up to thirty (30) days for Livescan (fingerprinting) results to be obtained if applicable; Livescan must be returned and approved by HR prior to services beginning.**