

REQUEST FOR CONTRACT/MOU PROCEDURES

Goods and Services (Non-Construction)

Requester completes an AB5 checklist; if checklist results in the action to submit a Request for Contract/MOU Form (RFC), the Requester proceeds with next step.

Requester submits RFC with attachments (see bottom of RFC form for details) and forwards to their Dean/Director for signature.

Dean/Director reviews and signs the RFC then forwards to their Exec Director/VP.

Exec Director/VP reviews,
determines Livescan¹
(fingerprinting) requirements,
initials, signs the RFC and then
forwards to the Requester.

Requester emails fully-approved RFC and attachments to ITS, FS, AUX, and/or PIO for approval as applicable, then to purchasing@avc.edu with subject line:

"CONTRACT/MOU REQUEST"

Purchasing reviews & sends to President for approval, then completes request:

- AVC Standard boilerplate: 3-5 business days
- Vendor's Contract/MOU: 5-10 business days (longer if legal counsel involved).
 Purchasing stamps & signs agreement.

Allow min. 30-60 days prior to Board deadline for possible negotiations and Livescan.

President will route the fully-executed (F.E.) contract/MOU back to the Requester

(after Board approval for requests \$25K or greater).

Contract/MOU less than \$25K:

Approved by PO
Report.² Requester
must first forward
partially-executed
contract/MOU to their
Exec Director/VP for
final review and to
obtain the President's
signature.³
If applicable, proof of
Lives can approval
must be attached to
contract. Requester
then completes REQ.

Contract \$25K-\$Bid Limit:

Approved by Board Communication.
Requester creates an agenda item under the Action section of the Board Agenda,³ then forwards the contract to
President³ for review and signature.
If applicable, proof of Livescan approval must be attached to contract.

Contract Bid Limit or greater:

Usually a formal Bid; therefore, Purchasing creates an agenda item under the Action section of the Board Agenda, then forwards the contract to President for review and signature. If applicable, proof of Lives can approval must be attached to contract.

If no negotiations/or negotiations finalized:

Requester shall have other party sign contract/MOU so that it may be forwarded for the President's signature for District.

NOTE: THE PRESIDENT IS THE ONLY AUTHORIZED SIGNER.

If revisions and/or changes/negotiations requested:

If the other party requests revisions/negotiations, Requester must contact assigned Buyer to obtain approval and/or negotiate.

Requester forwards contract/MOU to the other party for review and signature, and notifies them of Livescan requirement if applicable.

Contract/MOU Contract \$25K less than \$25K or greater Requester **Board Approves** uploads F.E. Request contract/MOU by Agenda Item and other supporting documentation Requester uploads F.E. to OnBase and contract (once received completes by Executive Assistant Requisition. to the President), approved board communication, and Once REQ other supporting approved, documentation to **Purchasing** OnBase and completes creates PO. REQ. Board **Approves** Once REQ approved, Request **Purchasing creates** by PO PO. Report Other party can begin work with assigned PO and submit invoices for payment. Administrator Purchasing Requester Dean/Director Board Other Party

For more information, see:

https://www.avc.edu/administration/busserv/ purchasingcontracts

¹Allow 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.

² 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

³ At Purchasing's discretion, Requester may need to place high risk contracts under the Action(Consent)/Action section.