



Contract/Agreement Transmittal eForm: Submission & Approval Process

User's Guide

Abstract

This guide describes the process for submitting and processing a new or amended Contract/Agreement with a provider or contractor.

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Introduction

When the Desert Community College District does business with any outside entity for goods and services, a purchase order (PO) or contract between the District and the entity is required for work to begin and the entity to be paid.

Contracts/agreements must be approved and signed by an authorized District representative delegated by the Board of Trustees (Board Policy 6150).

Purpose

The purchasing process of goods and services can be challenging to navigate. The Contracts/Agreement Submittal eForm is designed to make this process more efficient.

District Purchasing Process of Goods and Services:

- Department determine needs
- Department finalize quote or contract/agreement with vendor
- Department submit Galaxy requisition or Contracts/Agreement Submittal eForm
- Requisition or eForm approved through the approval process
- The Purchasing Office generates a Purchasing Order (PO) or C-Contract
- POs and C-Contracts are signed by the Authorized District Representative
- The Purchasing Office process the order for goods or services
- The Board of Trustees ratify or approve the PO or C-Contract
- Goods or services are received in the Warehouse and delivered to the department
- Invoices are submitted to Accounts Payable for payment

What is a Contract?

A contract is an enforceable agreement voluntarily entered into between two or more parties with agreed upon obligations. Contracts may include the following (but not limited to):

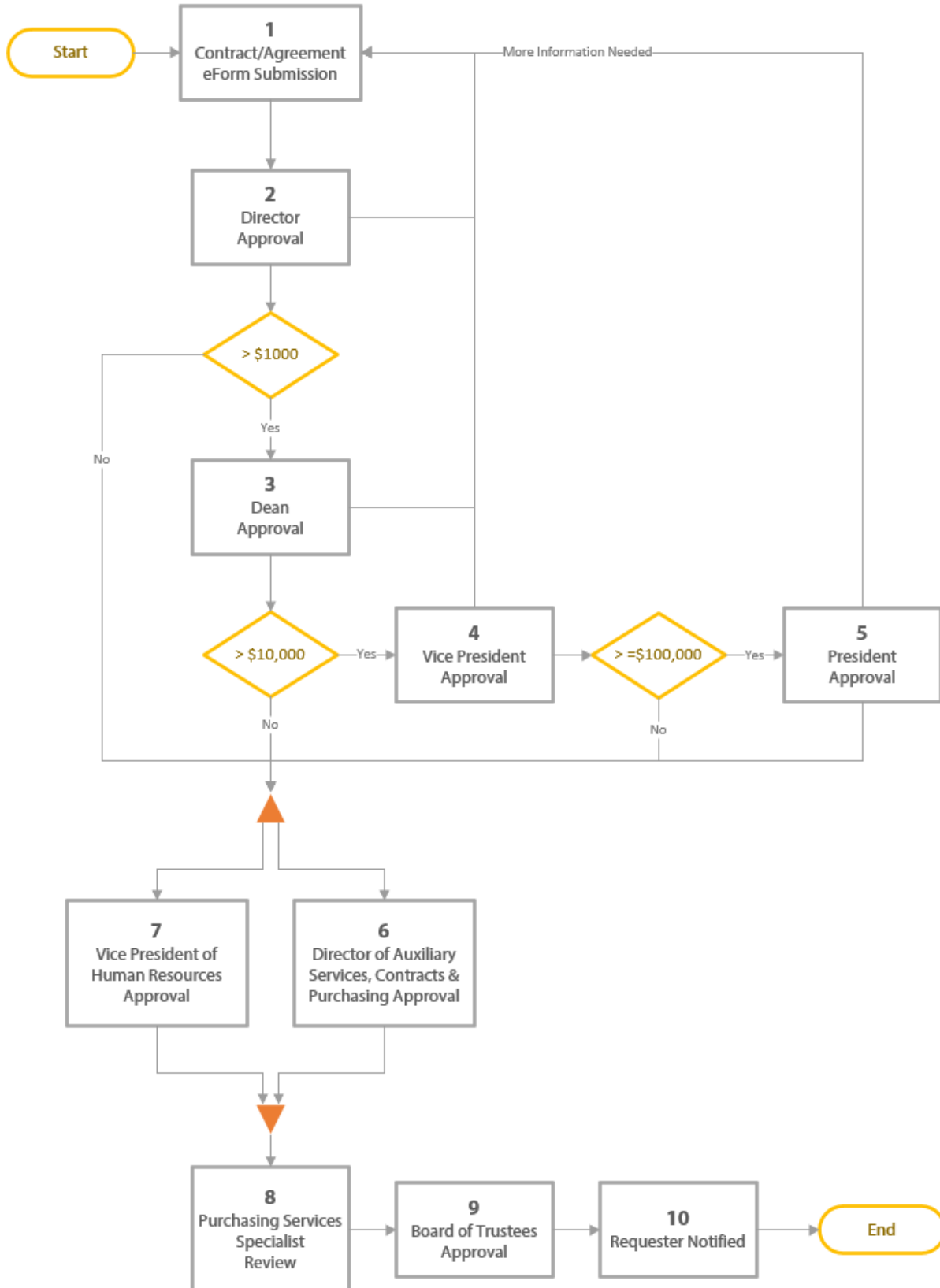
- Consultant Agreement (general consulting, legal, accounting, architect, auditing, counseling)
- Independent Contractor Agreement (construction, repair & maintenance)

- Other Service Agreements (bookstore, food service, security, storage, laundry)
- Quotes and Proposals for which the vendor requires a signed document
- Lease/Rental Agreements
- License & Maintenance Agreements
- Insurance Agreements
- Memorandum of Understanding (MOU) or Agreement (MOA)
- Terms & Conditions
- Subscriptions

Contact

For assistance, please contact the Purchasing Office: 760-565-4815

Process Overview



Each new or amended contract/agreement between the District and vendor must follow the submission/approval process described below.

1. Contract/Agreement Submittal eForm Submission

The submitter completes the [Contract/Agreement Submittal eForm](#) and submits it for approval. The eForm is located on the College of the Desert's Purchasing webpage.

2. Director Approval

The Director of the originating department must review and approve. The submission may be Approved, Rejected, or sent back to the submitter for more information.

3. Dean Approval

If the total amount of the contract/agreement is greater than \$1,000, the respective Dean or Executive Director of the originating department must review and approve. The submission may be Approved, Rejected, or sent back to the submitter for more information.

4. Vice President Approval

If the total amount of the contract/agreement is greater than \$10,000, the respective Vice President of the originating department must review and approve. The submission may be Approved, Rejected, or sent back to the submitter for more information.

5. President Approval

If the total amount of the contract/agreement is greater than \$100,000, the President must review and approve the contract/agreement. The submission may be Approved, Rejected, or sent back to the submitter for more information.

6. Director of Auxiliary Services, Contracts & Purchasing Approval

The Director of Auxiliary Services, Contracts & Purchasing reviews the contract/agreement to ensure compliance with standard District contract terms and conditions. The submission may be Approved or Rejected.

7. Vice President of Human Resources Approval

The Vice President of Human Resources reviews the contract/agreement to ensure it does not violate collective bargaining agreements. The submission may be Approved or Rejected.

8. Purchasing Services Specialist Review

The Purchasing Services Specialist reviews the approved contract/agreement. The submission may be marked as complete or sent back to the submitter for more information. Complete submissions are compiled for Board of Trustees ratification or approval.

9. Board of Trustee's Approval

The Board of Trustees reviews and ratify or approve contracts/agreements each month. The submission may be Approved, Rejected, or sent back to the submitter for more information.

10. Submitter Notification

The submitter will be notified of the status of the contract/agreement.

Submittal Process Details

Initial Submission

The submitter completes the [Contract/Agreement Transmittal eForm](#) and submits it for approval.

Submission Steps:

1. Open the [Contract / Agreement Transmittal eForm](#).

The eForm is located on the College of the Desert's [Purchasing](#) webpage. (Note: It is recommended that you use Google Chrome with eForms.)

2. Fill out the form. All fields with the red asterisk (*) are required fields. Refer to Appendix A for form field definitions.
3. Sign the eForm to identify you as the submitter.
4. Select the Submit button to begin the approval workflow.
5. Once submitted, a confirmation page will appear. The submitter may Download, Print, or Email a copy of the completed Contract/Agreement

COLLEGE of the DESERT Contract/Agreement Transmittal Sheet

2

Contract Status* If the provider is a District employee, please contact Human Resources prior to any commitment for services
☐ New Agreement ☒ Amendment

Contract Type* ☐ Cost Agreement ☐ Revenue/Grant
☐ Memorandum of Understanding ☐ Non-Monetary Agreement

Contract Attached* ☐ Boiler Plate ☐ Draft
☐ Contractor Provided

Contract*

Supporting Documents

Funding Source* **Account Number***

Originating Department* **College Point-of-Contact***

Provider/Contractor*

Term Beginning* **Term Ending***

Original Contract Number **Amendment Number**

Amendment Amount \$ **Total Amount** \$

Contracts with insufficient budgets will not be processed. Please check for available budget prior to submission.

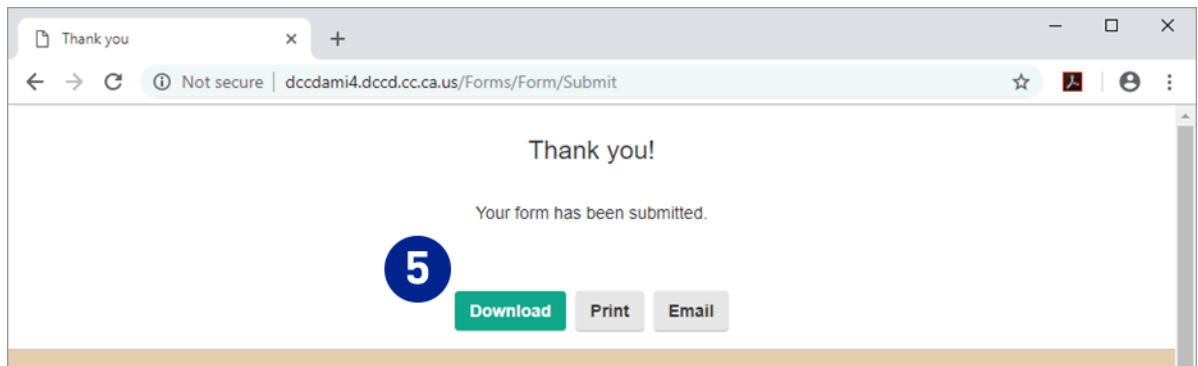
Description/Summary of Purpose of Agreement:* (For Board of Trustees agenda)

Signatures

Submitter* **3**

4

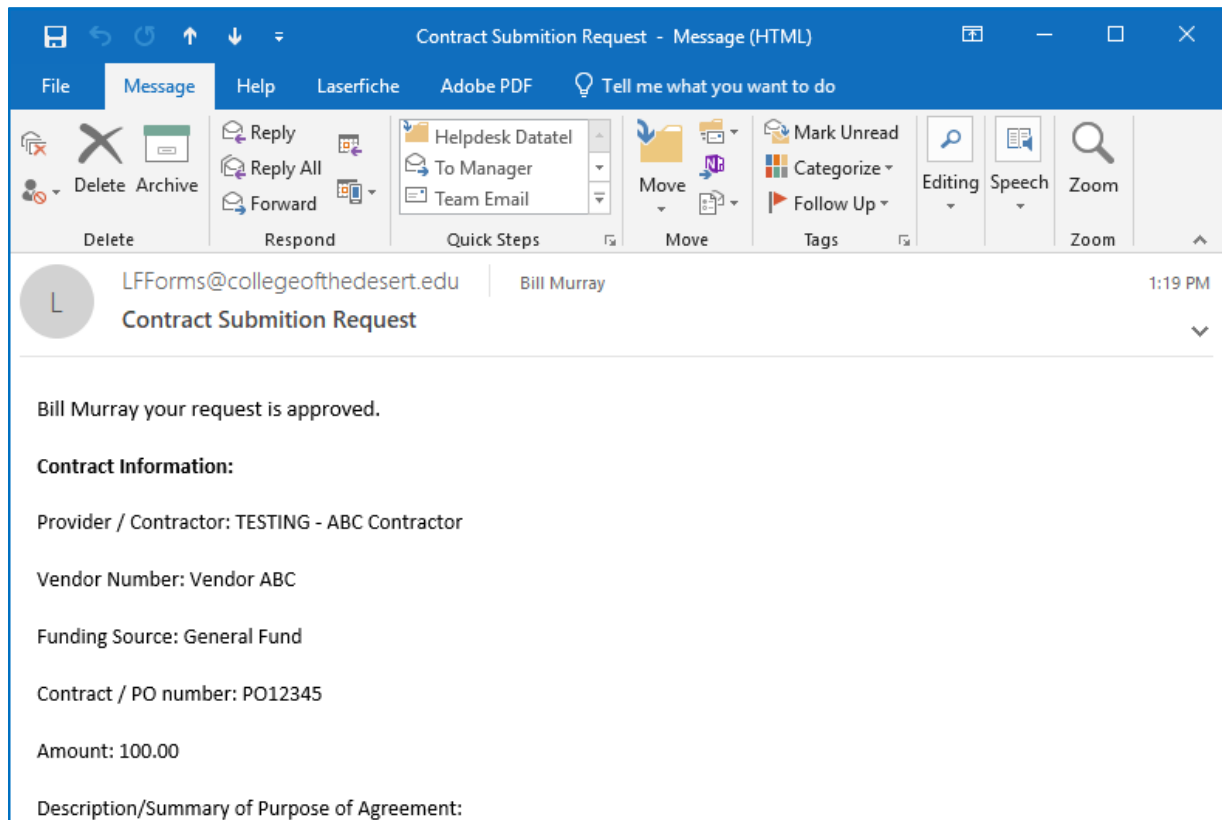
Transmittal eForm by using the action buttons in the confirmation webpage.



Submission Results

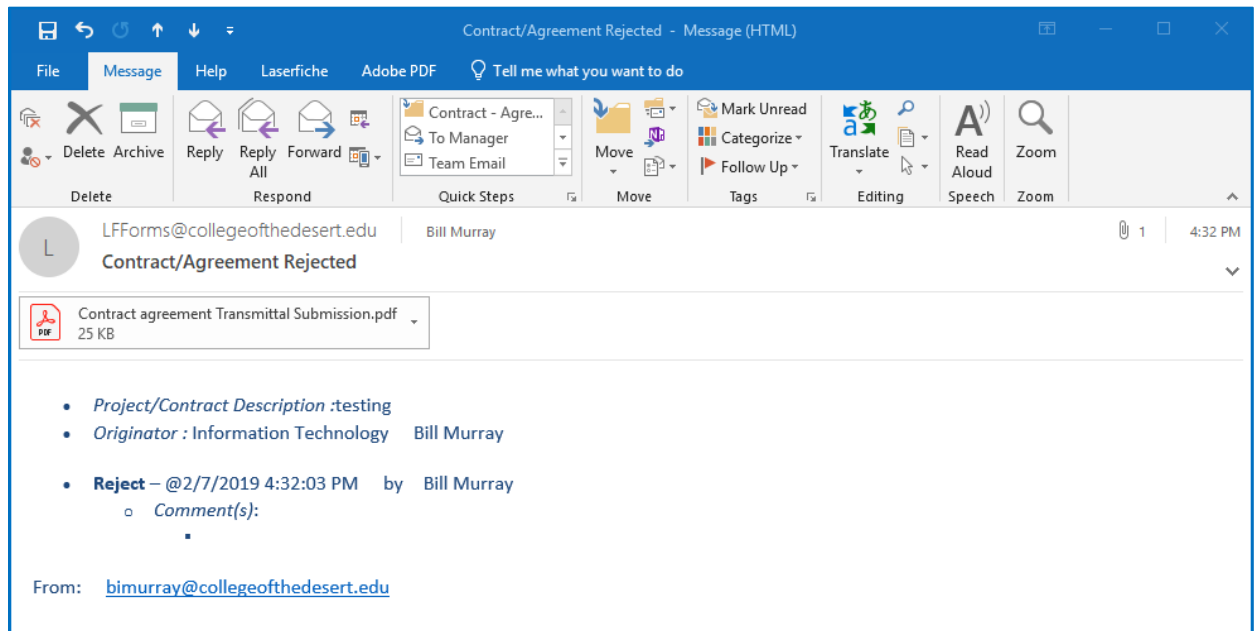
Submission Approved

When a contract/agreement has been approved, the submitter will receive a Contract/PO number and an email notification.



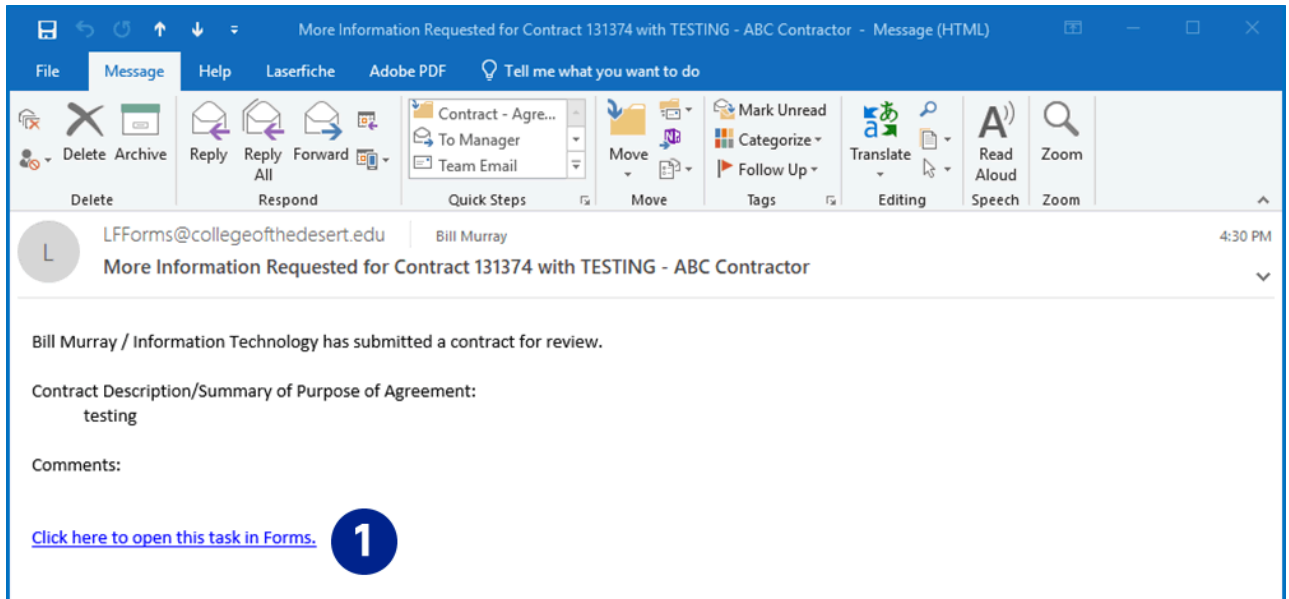
Submission Rejected

If the submission has been rejected, the submitter receives an email indicating the contract was rejected, who rejected it, and any comments. Anytime the submission is rejected in the approval workflow, the contract/agreement must be re-submitted.



Submission Requires More Information

If an approver requires more information, the submitter will receive an email. When this happens, the submitter can review the comments and can only upload additional supporting documents. If there is an error or edit to be change in the form field(s), the contract/agreement must be re-submitted.



If this happens, the submitter will need to complete the following steps.

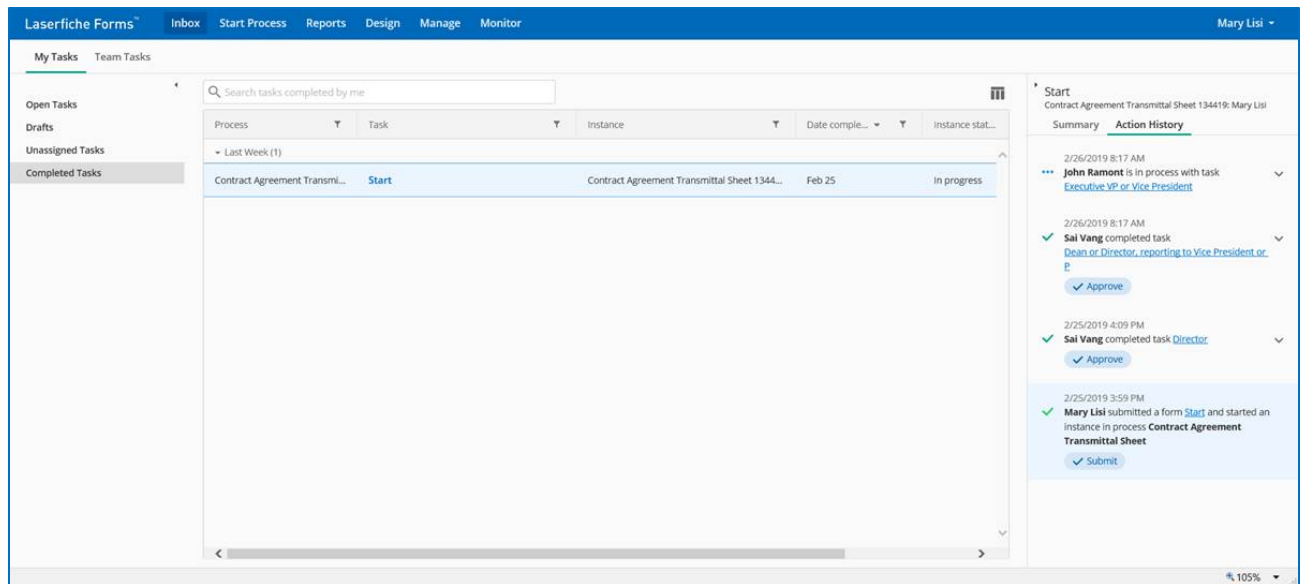
Re-Submission Steps:

1. Select the hyperlink in the email displays the submitted Contract/Agreement in a web browser window.
2. Select the Supporting Documents upload button on the Contract/Agreement Transmittal Supplemental Info to add additional information.
3. Enter Comments in the **Comments** Field (optional).
4. Select the **Submit** button to submit the Contract/Agreement for review.

Track your Submission

When a contract/agreement has been submitted, the submitter may track the status of their submitted contracts.

1. Access the [Laserfiche Forms Inbox Completed Tasks](#) webpage to view a list of tasks that you have completed.



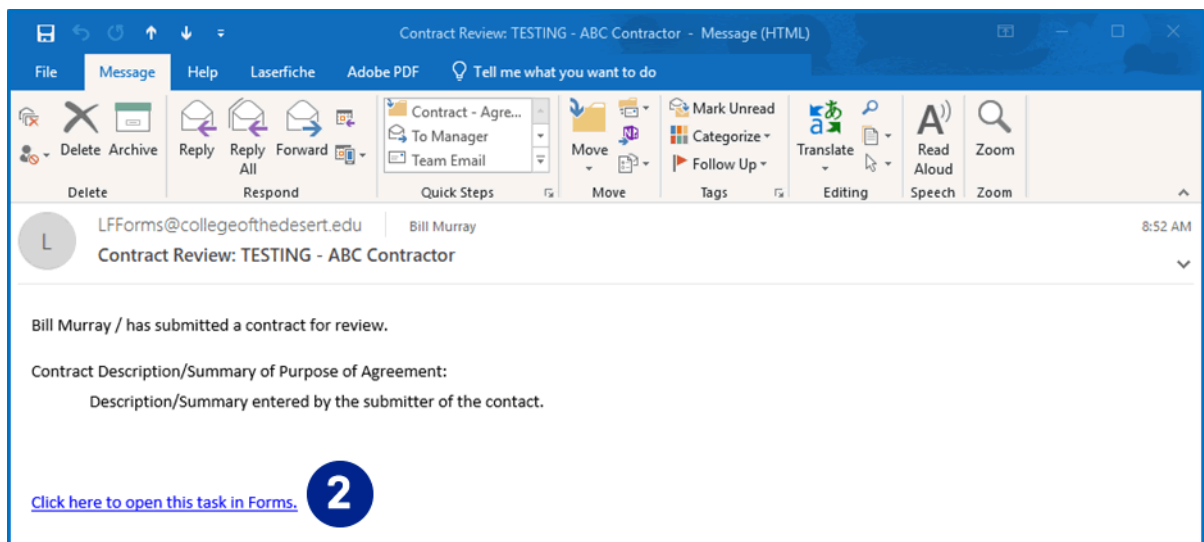
2. Ensure that the details pane is shown on the right side of the page.
When the page loads, a panel on the right side of the screen displays the text "Select a task to see its details here". If that text is not shown, select the "Details" slider that displays in the upper right corner of the page to open the Details panel.
3. Select an entry in the Process column. Detailed information about the contract submission displays in the details panel on the right side of the page. The information in the details panel contains all the process steps that have been completed for the submission as well as the current process step. The most recent action is at the top of the list.
4. Each step shown in the details pane includes the Step Name, Comments, Action, Date and Time, and the Person who completed the step.

Approval Workflow Process Details

The approval workflow is automated and built in the Contract/Agreement Submittal eForm.

Approval Steps

1. Once the eForm is submitted, the approval workflow will begin with an email notification to the Director of the originating department. If the total amount of the submission exceeds the designated thresholds, the Dean, Vice President and/or the President will receive an email notification to approve the contract/agreement.
2. Select the hyperlink in the email to view the submitted contract/agreement in a web browser window.



3. Review the submission information. Click the “Contract and supporting documents” link to review the contract/agreement and addition supporting documents.
4. Enter Comments in the **Comments** Field (optional).
5. Select the **More Info Needed** button to send the submission back to the submitter for more information.
- or
6. Select the **Approve** button to approve the submission and send it to the next step in the process.

COLLEGE of the DESERT Contract agreement Transmittal Submission

Contract and supporting documents **3**

Contract Status: New Agreement

Contract Type: Cost Agreement

contract Attached: Boiler Plate

Funding Source: General Fund

Account Number: 11-10P-0000-0000-0000-5100

Provider/Contractor: TESTING - ABC Contractor

Originating Department: Information Technology

College Point-of-Contact: B. Murray - TESTING

Term Beginning: 2/18/2019

Term Ending: 2/28/2019

Total Cost: \$ 110000.00

Contracts with insufficient budgets will not be processed. Please check for available budget prior to submission.

Description/Summary of Purpose of Agreement: (For Board of Trustees agenda)

TESTing

Signatures

Submitted By: Bill Murray

Submission Date: 2/11/2019

Comments

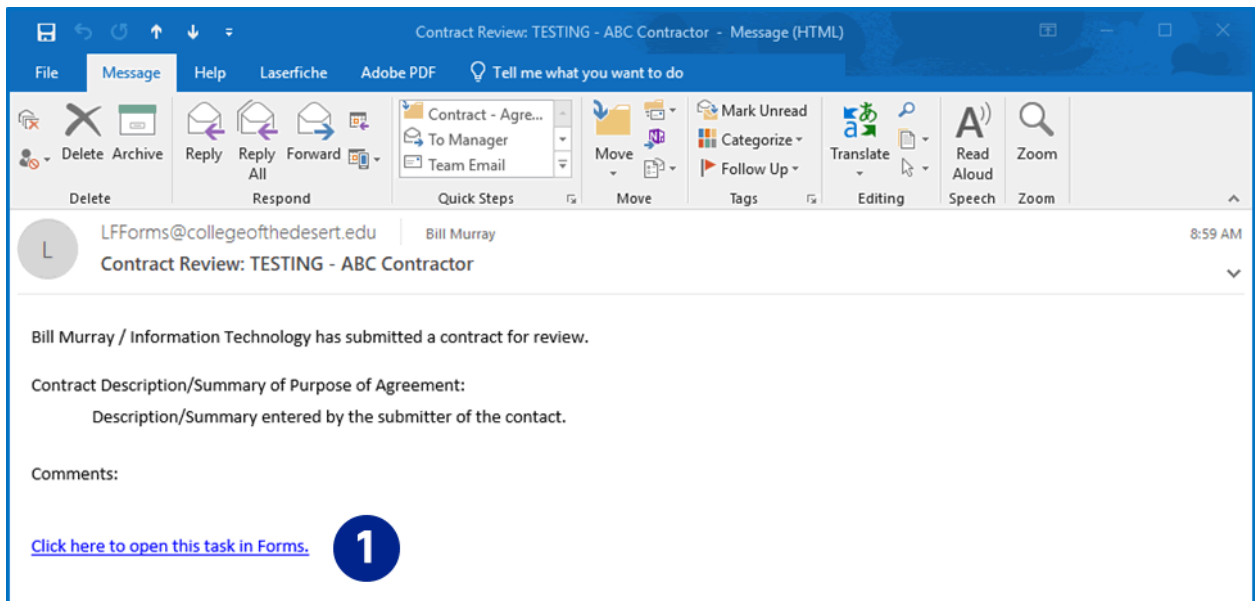
4

5 More Info Needed **6** Approve **7** Reject

7. Select the **Reject** button to reject the submission and have an automatic email sent to the submitter informing them of the status of the submission.

Technical Reviews

Once the contract/agreement has been approved through the approval workflow process, the Director of Auxiliary Services, Contracts & Purchasing and Vice President of Human Resources will receive an email notification requesting their review and approval.

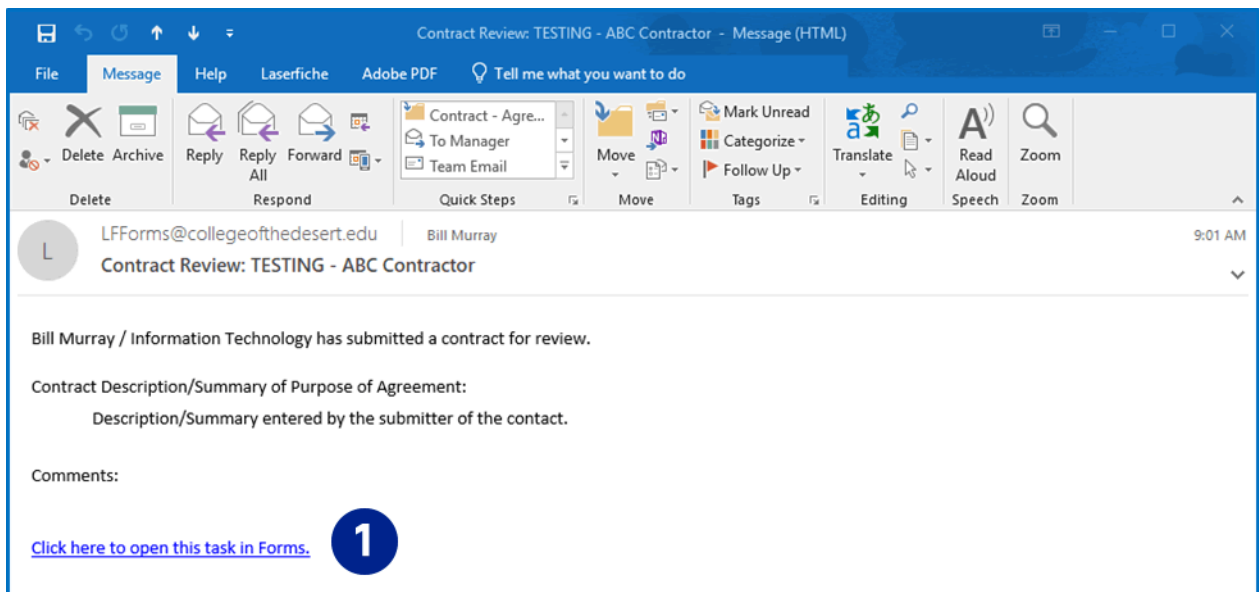


Approval Steps:

1. Select the hyperlink in the email to view the contract/agreement in a web browser window.
 2. Review the submission information.
 3. Enter Comments in the **Comments** Field.
 4. Select the **Approve** button to approve the submission and send it to the next step in the process.
- or
5. Select the **Reject** button to reject the submission and have an automatic email sent to the originator informing them of the status of the submission.

Final Review and Board of Trustees Ratification/Approval

The final approval step includes a review by the Purchasing Services Specialist and ratification/approval by the Board of Trustees. The Purchasing Services Specialist receive an email when the contract/agreement is ready for review and approval when the Director of Auxiliary Services, Contracts & Purchasing and the Vice President of Human Resources have both approved the contract/agreement. The Purchasing Services Specialist may mark the submission as Complete or request More Information from the submitter.



Review Steps:

1. Select the hyperlink in the email to view the submitted contract/agreement in a web browser window.
2. Review the submission information.
3. Enter Comments in the **Comments** Field (optional).
4. Enter the **Vendor Number**.
5. **Add Supporting Documents** to the submission (optional).
6. Enter the **Contract/PO Number**.

7. Select the **Complete** button to mark the submission complete and send it to the next step in the process. Also, add the Contract/Agreement to the agenda for the next Board of Trustees meeting.
8. or
9. Select the **More Info Required** button to send the submission back to the originator for more information.

The Purchasing Services Specialist receives an email as a proxy for the Board of Trustees when a contract/agreement is marked completed. The Board of Trustees may Approve or Reject the submission, or request More Information from the submitter.

1. Select the hyperlink in the email to view the submitted Contract/Agreement in a web browser window.
2. Perform the following action based on the information from the Board of Trustees meeting.
3. Enter Comments in the **Comments** Field (optional).
4. Select the **More Info Needed** button to send the submission back to the originator for more information.

or

5. Select the **Approve** button to approve the submission and send it to the next step in the process.

or

6. Select the **Reject** button to reject the submission and have an automatic email sent to the originator informing them of the status of the submission.

The Board approved contract/agreement submittal eForm documents are entered into Galaxy and assigned a number and a payment forum:

- Contract
- Open Purchase Order
- Purchase Order

The fully executed document is distributed to Accounting for payment, the Department for Vendor execution, and posted to the College of the Desert Portal's [Contracts](#) page.

Appendix A: Form Field Definitions

Field	Description/Action
Contract Status *Required Field	<ul style="list-style-type: none"> • New Agreement: A new enforceable contract entered into between two or more parties with agreed upon obligations. • Amendment: A contract amendment is an alteration to the original contract – whether it is an addition, deletion, correction, or modification.
Contract Type *Required Field	<ul style="list-style-type: none"> • Cost Agreement: A legally binding agreement that contains a cost incurred in exchange for goods or services. • Memorandum of Understanding: A memorandum of understanding (MOU) is a written statement of cooperation or understanding about a specific or general topic between two or more parties. • Revenue/Grant: An agreement detailing terms under which the District will receive funds for goods or services provided. • Non-Monetary Agreement: An agreement with conditions including control of proprietary information, publication, future intellectual property rights, insurance and indemnification and/or other limitations.

Contract Attached *Required Field	<ul style="list-style-type: none"> • Boiler Plate: Standardized provisions in contracts, which sets forth the rules that, will govern disputes. • Contractor Provided: A contract provided by the vendor or partner. • Draft: An agreement that is not finalized by the parties involved.
Contract Template	<p>Only visible if Contract Status is "New Agreement" and Contract Attached is "Boiler Plate".</p> <ul style="list-style-type: none"> • Select the Upload button to include the Contract Template that was used for the Contract/Agreement.
Contract *Required Field	<ul style="list-style-type: none"> • Select the Upload button to include the contract/agreement. A contract is a legally enforceable agreement between two or more parties with agreed upon obligations.
Supporting Documents	<ul style="list-style-type: none"> • Select the Upload button to include additional document(s) in support of the contract. <ul style="list-style-type: none"> ○ W-9 Form (if new vendor) ○ Proposal (if any) ○ Insurance (if any)
Funding Source *Required Field	<ul style="list-style-type: none"> • Enter one of the following values: <ul style="list-style-type: none"> ○ General Fund ○ Restricted Fund ○ Foundation Fund ○ Auxiliary Fund ○ N/A

Account Number *Required Field	<ul style="list-style-type: none"> Enter the account string number to charge. <ul style="list-style-type: none"> Account Number Format is 00-000-0000-0-0000-0000-0000
Originating Department *Required Field	<ul style="list-style-type: none"> Select the Originating Department from the drop-down list. This is the department who determined the need for the contract/agreement and is responsible for executing the agreed upon contract obligations.
College Point-of-Contact *Required Field	<ul style="list-style-type: none"> Enter the name of the administrator in charge of executing the agreed upon contract obligations.
Provider/Contractor *Required Field	<ul style="list-style-type: none"> Enter the name of the vendor.
Term Beginning *Required Field	<ul style="list-style-type: none"> Select the calendar icon to the right of the field to open the date picker control and select the Start Date based on the agreed upon obligation in the contract/agreement.
Term Ending *Required Field	<ul style="list-style-type: none"> Select the calendar icon to the right of the field to open the date picker control and select the End Date based on the agreed upon obligation in the contract/agreement.
Original Contract Amount	<p>Only visible if the Contract Status field value is equal to Amendment.</p> <ul style="list-style-type: none"> Enter the Contract/Agreement number for the contract that is being amended.

Amendment Number	<p>Only visible if the Contract Status field value is equal to Amendment.</p> <ul style="list-style-type: none"> • Enter the Amendment Number.
Amendment Amount	<p>Only visible if the Contract Status field value is equal to Amendment and the Contract Type does not equal Non-Monetary Agreement.</p> <ul style="list-style-type: none"> • Enter the amount of the Amendment.
Total Amount	<ul style="list-style-type: none"> • Enter the total cost of the contract based on the agreed upon obligation in the contract/agreement.

<p>Description/Summary or Purpose of Agreement</p> <p>*Required Field</p>	<ul style="list-style-type: none"> • Enter a description or summary of the contract/agreement. The information in this field is reviewed and consolidated for the Board of Trustees. Please use the following guidelines: <ul style="list-style-type: none"> ○ Language is professional, clear and concise ○ Detailed description of services to be rendered ○ No acronyms ○ Numbers 10 and under are to be spelled out ○ Cost breakdown ○ Detailed time line of services to be rendered ○ Maintain confidentiality ○ No conflicts of interest ○ Acting only in the best interest of the students and adhering to District Policies and Procedures
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Submitter

***Required Field**

- Select the Sign button to open the signature control dialog box.
 - Use Either the Type options or the Draw option to enter the name of the end-user submitting the eForm.
 - The Type option allows you to enter your name using the keyboard and selecting a style for you signature.
 - The Draw options allows you to write you name using the mouse in the box provided.
 - Once you have entered your name select the Sign button to save you signature.