

Contract Review & Approval Process

Step 1: Obtain Vendor Information

- If the vendor is **new**, request a **W-9** from them.
- Submit the W-9 to **purchasing@gavilan.edu** to obtain a **Vendor G#**.
- If the vendor already has a **G#**, confirm it before proceeding.

Step 2: Complete the Request for Contract (RFC) Form

Ensure the RFC form includes:

- Vendor name, G#, and contact information
- Scope of work or description of services
 - Departments must review the scope of work to ensure it clearly includes everything the vendor is expected to do.
 - If the vendor does not provide a scope of work or description of services, departments must complete the Scope of Work template (Attachment A).
- Service start and end dates
- Total amount to be paid (hourly rate or total project cost)
- Funding source(s)
- Supporting documents (e.g., vendor-provided contract, quote, Certificate of Insurance)

Important:

- *Requestors are responsible for ensuring their budget has adequate funding available.*
- The RFC must be reviewed and signed by both the **Department Manager** and **Area Vice President**.
- **The department should inform the Contractor/Consultant that they shall provide and maintain, at their own expense and for the duration of the contract, all required insurance coverages as outlined in the contract terms (see Insurance Requirements).**

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Step 3: Submit for Initial Review

- Email the completed RFC form and all attachments to contracts@gavilan.edu, **you will receive an email receipt.**
- The **Vice President of Administrative Services (VPAS)** will;
 - Determine if a District contract template should be used (District templates have already been reviewed by legal counsel and speed up the process, while vendor contracts require more time for review)
 - Review vendor's proposed contract for acceptability
 - Assess whether legal review is required (allow 3–4 weeks if so)
 - Determine if the contract requires Board approval as a separate agenda item

If Board approval is required:

- After VPAS and/or legal review, the Executive Assistant to VPAS will return the contract to the department.
- The department must work with their Area Vice President to place the item on the Board agenda for approval.

Processing Time: VPAS review takes up to 7 business days if all required information is complete. Incomplete submissions will be returned for revision.

Step 4: Technology Review (if Applicable)

- If the contract involves software, hardware, or IT services, submit it for review to the Director of Information Technology prior to VPAS review.

Step 5: Obtain Signatures & Approval

- Once VPAS approves, the **Executive Assistant to VPAS** will notify requestor and route the contract for signatures.
- Contracts must be signed by either the Superintendent/President or the Vice President of Administrative Services.

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Step 6: Assign Contract/CON# & Final Processing

- Purchasing assigns a **Contract/CON#** and encumbers the appropriate funds.
- Allow **2 business days** for this step after all required documents are received.

Reminders:

- No employee other than the Superintendent/President or VPAS may sign a contract on behalf of Gavilan Joint Community College District.
- Do not begin services or commit district funds until a fully executed contract is in place and returned to you.

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The signing and board approval path for contracts depends on both the contract value and the type of contract.

- **Board Ratification on Monthly Contracts Report:**
 - Contracts that fall below the bid threshold (\$114,800 for 2025, amount changes every year) or no fee to the district.
 - The Executive Assistant to the Vice President of Administrative Services will coordinate obtaining signatures from both the service provider and the Vice President of Administrative Services.
 - Once all signatures are obtained, the Executive Assistant to the Vice President of Administrative Services will forward signed contract, RFC form and additional documents to Purchasing Department who will assign a Contract/CON number.
 - Services may begin once the contract is fully signed, and Contract/CON number received.
 - These contracts will subsequently be presented to the Board of Trustees for ratification as part of the monthly Contracts Report by the Purchasing agent.
- **Board Approval as Stand-Alone Agenda Item:**
 - Contracts that exceed the bid threshold, as well as specific contract types (such as instructional service agreements), require Board approval prior to signing.
 - After review by the Vice President of Administrative Services, these contracts will be forwarded back to the originating department to be placed on the Board agenda as a Consent Agenda item.
 - After Board approval, the Executive Assistant to the Vice President of Administrative Services will coordinate obtaining signatures from both the service provider and the Vice President of Administrative Services.
 - Once all signatures are obtained, the Executive Assistant to the Vice President of Administrative Services will forward signed contract, RFC form and additional documents to Purchasing Department who will assign a Contract/CON number.
 - Services may start once the contract is signed and the Contract/CON number is received.