



Chapter 6—Business and Fiscal Affairs

AP 6345 – Contract Review and Monitoring

The District generates many different types of contracts. The Vice Chancellor, Administrative Services has been designated as the Contracts Administrator and will provide general oversight over the creation, monitoring, and updating of these contracts. The Vice Chancellor, Administrative Services will provide oversight and review for all new contracts and those with changes and is responsible for reviewing documents and determining if legal review is needed. All contracts will be given to the Chancellor for approval.

The Dean/Manager/Supervisor over an area that needs to develop and negotiate a contract is responsible for working in collaboration with program/area faculty and/or staff and with the contracting agency. The Dean/Manager/Supervisor should draft new contracts and track existing contract(s) in their areas of supervision to ensure that they are current. In the event of the creation of a new contract or the revision of a contract requiring significant changes, it is the responsibility of the Dean/Manager/Supervisor to present the drafts of such contracts to the Vice Chancellor, Administrative Services for review and determination of the need for legal review.

If the Dean/Manager/Supervisor believes that she/he is not the appropriate District/College official to be involved in the creation, negotiation, and/or monitoring of a particular contract, such as those with a business, construction, or facilities leasing focus, such concern should be brought to the attention of the Vice Chancellor, Administrative Services who will make the determination as to the appropriate administrator/manager to provide oversight for the contract process in question.

The contract review process is outlined below.

1. It is recommended that the creation of a new contract or the review of an existing contract begin at least three months prior to the implementation of the new contract or the termination date of an existing contract. Such initiation or review shall be conducted by the Dean/Manager/Supervisor of the particular program or area working in collaboration with program/area faculty and/or staff.
2. At the College level, The President or designee, CIO or CSSO, and immediate supervisor should be informed of the contract activity being undertaken. At the District level, the Chancellor or designee and immediate supervisor should be informed of the contract activity being undertaken.
3. The contracting agency should be contacted about agency-initiated changes or to inform the agency of District-requested changes.
4. After the appropriate information is received from the contracted agency, a new or revised contract is drafted.
5. New contracts and those with significant changes are reviewed by the Vice Chancellor, Administrative Services to determine the need for legal review.



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6. If you are uncertain as to whether or not the changes are significant, it is best that the Vice Chancellor, Administrative Services review the contract.
7. After all needed input is received, including legal when required; a revised contract is drafted and shared with contracted agency.
8. After agency review, consideration is given to suggested agency changes. Where appropriate, subsequent Vice Chancellor and legal review may be necessary before finalizing the contract.
9. Subsequent to securing the Chancellor's approval (unless the department/area reports directly to the Chancellor) to move the contract to the Board, the contract should be signed off by the President of the particular college or the appropriate District Vice Chancellor at the District level.
10. Secure Chancellor's approval.
11. If required, the contract, with the recommendation for approval, is placed on the Board agenda.
12. After Board approval, required signatures are obtained on two sets of the contract, with one sent to the contracted agency and the other retained in the Vice Chancellor, Administrative Services' office. A file copy should be kept in the Dean/Manager/Supervisor's office for tracking purposes. The Vice Chancellor, Administrative Services will create and maintain a master list database of all District contracts.

Attached is the Contract Review Template to be used for reviewing and monitoring the creation or revision of a contract. A copy of the completed template should be kept with the contract in the Dean/Manager/Supervisor's office and also attached to the original contract filed in the Vice Chancellor, Administrative Services office.

See Board Policy 6340 and Administrative Procedure 6340, 6350, 6360, 6365 and 6370

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