

YCCD CONTRACT REVIEW TEMPLATE

Program/Department/Area: _____ Responsible Manager: _____

Dean or Supervisor (if not the responsible manager): _____

Contract Purpose: _____

Contracted Agency: _____

Contract Term (specify beginning and ending dates): _____

Date Last YCCD Legal Review Was Conducted: _____

IN PROGRESS	DATE COMPLETED	CONTRACT REVIEW CHECKLIST
_____	_____	Start review 3 months prior to end of an existing contract or 3 months before the implementation of a new contract.
_____	_____	College President or designee, CIO or CSSO, and immediate supervisor informed of contract; at District level, Chancellor or designee and immediate supervisor informed. Indicates dates of CEO, CIO/CSSO, and immediate supervisor review.
_____	_____	Contact agency to inquire about changes/inform agency about YCCD requested changes
_____	_____	Draft new contract for review by contracted agency
_____	_____	Receive input from contracted agency
_____	_____	Make determination with Vice Chancellor, Admin. Services, as to the need for legal review
_____	_____	As needed, VC arranges for legal review
_____	_____	Review of legal suggestions
_____	_____	Draft revised contract to be shared with contracted agency
_____	_____	Review agency suggested changes, if any
_____	_____	Seek additional legal review, if required
_____	_____	Finalize contract
_____	_____	Obtain College President's signature or, at District level, obtain appropriate Vice Chancellor's signature
_____	_____	Secure Chancellor's approval
_____	_____	Get Board approval, if required
_____	_____	Obtain all required signatures on two sets of contract
_____	_____	Send one original signature contract to agency
_____	_____	File the other original signature contract with VC's Office
_____	_____	File copy in Dean's/Manager's/Supervisor's Office for tracking purposes