

## HARTNELL COMMUNITY COLLEGE DISTRICT

### AP 6346 Contract Review and Monitoring

**References:** Education Code Section 81656

The District generates many different types of contracts. The Chief Business Officer is the contracts administrator responsible for providing general oversight of the development, updating, and monitoring of contracts. The Chief Business Officer will review all new and revised contracts and will determine if legal review is needed.

Area, department, or program administrator who develop and negotiate a contract are responsible for collaborating with the program/area faculty and/or staff and with the contracting agency. The area, department, or program manager is responsible for tracking and ensuring existing contracts remain current. Should an existing contract require revisions, it is the responsibility of the area, department, or program manager to submit draft(s) of the contract to the Chief Business Officer for review and, if needed, legal review.

If the area, department, or program administrator believes that they are not the appropriate District official to be involved in the development, negotiation, and/or monitoring of a contract, such as those with a business, construction, or facilities leasing, such concern should be brought to the attention of the Chief Business Officer who will make the determination as to the appropriate administrator/manager to provide oversight.

The contract review process is outlined below:

1. It is recommended that the development of a new contract or the review of an existing contract begin at least three (3) 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 area, department, or program manager of the particular program or area working in collaboration with program/area faculty and/or staff.
2. At the College level, the superintendent/president or designee, vice president of instruction, vice president of student affairs, and immediate supervisor should be informed of the contract activity being undertaken. At the District level, the superintendent/president, Chief Business Officer, 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 Chief Business Officer to determine the need for legal review.
6. If you are uncertain as to whether or not the changes are significant, it is best that the Chief Business Officer 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, Chief Business Officer and legal review may be necessary before finalizing the contract.
9. Prior to securing the superintendent/president's approval to move the contract to the Board, the superintendent/president of the District has the authority to sign contracts up to \$100,000, or the Chief Business Officer at the District level has the authority to sign contracts up to \$100,000, relative to their areas of service.
10. The superintendent/president has the authority to sign contracts up to \$100,000 and all contracts exceeding \$100,000 must secure the superintendent/president's signature.
11. When determined by the superintendent/president, contracts may be placed on the Board of Trustees meeting agenda, with the recommendation for approval.
12. After Board approval, all required signatures are obtained on two sets of the contract, with one sent to the contracted agency and the other retained in the Chief Business Officer's office. A file copy should be kept in the area, department, or program manager office for tracking purposes. The Chief Business Officer will create and maintain a master list database of all District contracts.

A tracking form is used for reviewing and monitoring the development or revision of a contract. A copy of the completed form should be kept with the contract in the area, department, or program manager office and also attached to the original contract filed in the office of the Chief Business Officer. Bond contracts are kept with the bond files.

Approved by Superintendent/President: November 25, 2014

Rev: April 7, 2026

See Board Policy 6300, 6340 and Administrative Procedures 6300, 6340, 6341, 6350, 6360, 6365, and 6370



# TRACKING SHEET FOR AGREEMENTS/CONTRACTS/MOUs/GRANTS

<b>DOCUMENT PACKET = 1 Tracking Sheet, 1 GLBS Report, 1 Board Agenda Item Cover Sheet, HCCD Agreement/Contract/MOU/Grant documents**PLEASE ATTACHED VENDORS AGREEMENT AS AN ADDENDUM</b> <i>Note: Ultimate approval is at the discretion of the Superintendent/President and/or Governing Board.</i> <b>Work is not to begin before the document has been signed by both parties</b>			
❖ <b>Originator</b> please retain a copy of the Document Packet until a fully signed copy is received by mail	❖ <b>All Grants</b> must be processed through Elizabeth Flores, Budget & Grants Accountant (ext. 6983)		
❖ <b>All Agreements/Contracts/MOUs/Grants</b> must be submitted to Governing Board (see <a href="#">Bid Matrix</a> , on next page)	❖ <b>All Grant Applications</b> require Governing Board <u>Approval</u> (see <a href="#">Bid Matrix</a> , on next page )		
<b>Contract Start Date</b>		<b>Contract End Date</b>	
<b>Date Submitted to G.B.</b>		<b>Submission Type</b>	<input type="checkbox"/> ACTION <input type="checkbox"/> CONSENT
<b>Contractor and Contractor's Contact Info</b> <small>(Contact Name, Title, Organization, and Mailing Address, City, State, ZIP)</small>		<b>Hartnell Originator / Phone</b>	<b>STATUS</b>
			<input type="checkbox"/> NEW <input type="checkbox"/> RENEWAL
<b>TYPE OF CONTRACT</b>	<input type="checkbox"/> Consultant Agrmt. <input type="checkbox"/> Independent Contractor <input type="checkbox"/> Performer/Lecturer Agrmt. <input type="checkbox"/> Vendor Agrmt. <input type="checkbox"/> Amendment to existing/active Agrmt. <input type="checkbox"/> Service Agrmt.		
<b>PAYMENT TYPE</b>	Blanket Purchase Order <input type="checkbox"/> Check Request <input type="checkbox"/> *Note: your department designee is responsible for processing. Purchase Order <input type="checkbox"/> Other <input type="checkbox"/>		
<b>Description of Project or Service Being Performed</b>			
<b>Contractor's Phone/Email</b>		<b>Email</b>	
<b>Is this a new vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		

*\*If yes, please follow New Vendor Setup Guidelines*

<b>Budget Implication</b>		<b>Revenue</b>	\$	<b>Expense</b>	\$
<b>Fund Source</b>	<b>GRANT?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Grant Type</b>	<input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local	
<b>Budget Account Code(s)</b>			%		%

*\*Attach a copy of a Colleague GLBS report for each budget account code (GL#) being used.*

<b>1. Preliminary Review:</b>	Administrative Services	Date
<b>2. Review &amp; Approval:</b>	Controller / or / Grants Accounting Manager	Date
<b>3. Review &amp; Approval:</b>	Dean / Dept. Manager / Director (printed name: _____ )	Date
<b>4. Review &amp; Approval:</b>	Area Vice President (printed name: _____ )	Date
<b>5. Final Review &amp; Approval:</b>	Vice President of Administrative Services	Date

**For Contracts with Data Sharing Only:**

Certificates of Insurance:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Additional Insured?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Data sharing preliminary review	Date: _____	Signature of VP of IEES	
IT preliminary review	Date: _____	Signature of VP of ITR	

**COMPLETED**