

# **CHECKLIST FOR CONTRACTS: SERVICES AGREEMENTS**

**Personal Services, Professional, Multi-Year Service Contracts, No-Cost Contracts (Income), and Special Funded Contracts**

## **\_\_\_ Is the Vendor in SAP?**

\_\_\_ Yes

\_\_\_ No – Have the Vendor complete a “Create Vendor Form,” provide a copy of their W-9, and email it to [ProcurementVendorMaintenance@email.laccd.edu](mailto:ProcurementVendorMaintenance@email.laccd.edu).

## **\_\_\_ Complete a Contract Request Form (CRF)**

→ Note: Prepare Electronic Budget Transfer Authorization (eBTA), if necessary. Funding must be in the appropriate G/L account (e.g. 562100, 582400, 642300, 640100) prior to submission of request.

## **\_\_\_ Contract Request is \$2,500 up to \$4,999.00**

→ Forward Request to Administrative Services along with three (3) informal quotes.<sup>1</sup> If the vendor with the lowest quote is not selected, please provide written justification for the selection.

→ An INFORMAL quote is from a catalog, website, email, master agreements, etc.

## **\_\_\_ Contract Request is \$5,000 up to \$92,599.99**

→ Forward Request to Administrative Services with three (3) formal written quotes. College Purchasing Department/Initiator enters the Request as a Request for Contract (RFC) type of transaction and will attach all documents with the RFC in SAP for processing. If the vendor with the lowest quote is not selected, please provide written justification the selection.

→ A FORMAL written quote is obtained from the vendor.

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<sup>1</sup> Exceptions to the quote and bidding requirements are specified in Purchasing Policy for Non-Competitive Procurement (PP-04-13).

→ If Request will use a **Build LACCD Master Agreement (MA)** or any valid **piggyback contract**, the following must be provided:

\_\_\_ A copy of the complete contract.

\_\_\_ List of services that are to be procured from the contract.

\_\_\_ Highlight the provision in the MA or piggyback contract that states the contract is “piggybackable” and is available for other public entities to utilize.

\_\_\_ The contract term dates shall be valid and effective.

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and Special Funded Contracts**

### **\_\_\_ Contract Request is \$92,600<sup>2</sup> and up**

- A formal bid is required.
  
- Forward Request to Administrative Services with complete descriptions, specifications, and all other applicable requirements. The College Purchasing Department/Initiator enters the Request as a RFC type of transaction and will attach all documents in SAP. Educational Services Center (ESC), Contracts and Purchasing Unit, will process the formal procurement solicitation.

NOTE: Some SFP's have lower thresholds for quotes (Federal OMB – requires quotes for all purchases/contracts more than \$1.00)

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<sup>2</sup> Bid Threshold for 2019 is \$92,600.