

Los Angeles City College Administrative Services "How To" Book	Contracting Procedures	VII E-1
How Do I Process A Short Term Contract?		

A. Brief Description

These procedures are established to guide staff through the contracting process for services with total cost less than \$5000.00 (Five thousand dollars) and a period less than one year or twelve months (The \$5000.00 guideline is applicable for the same service awarded to the same contractor within a single fiscal period "July 1 to June 30", regardless of the number of Request For Contracts (RFC) processed. The total cost for all Request For Contract (RFC) for the same contractor must be less than \$5000.00 within a fiscal year in order to be considered short term.

B. How To

1. Identify the service needed.
2. Obtain three competitive written quotations from three different contractors and evaluate them.
3. Select the contractor with the lowest cost and the most responsive quotation.
4. Complete a Request For Contract Form (RFC) online (**Section VII-A-2**) with the department information and the contractor's information provided on the quotation. Refer to (**Section VII-B-2-2**) to see a completed sample contract request form and (**Section VII-B-2-1**) for instructions on how to fill out the form.
5. Sign the Request For Contract Form (RFC) as requestor and include the department contact person's name.
6. If the Dean or Department Manager is not the requestor, obtain the Dean or Department Manager's signature of approval.
7. Submit the signed Request For Contract Form (RFC) to the division Vice President's Office and obtain a signature of approval.
8. Submit the signed Request For Contract Form (RFC) to the Vice President of Administration's Office and obtain the Vice President of Administration's signature of approval.
9. Submit the signed Request For Contract Form (RFC) to the President's office and obtain the President's signature of approval.

10. If the selected vendor is a new vendor, have the vendor fill out a Create Vendor Form and email the form to the District Contracts and Purchasing Section at **ProcurementVendorMaintenance@email.laccd.edu**. The Vendor Form can be found at **(Section VII-A-3)** on the college website. Sample completed Vendor Form can be found at **(Section VII-B-3-2)**. Instructions on how to fill out the Vendor Form can be found at **(Section VII-B-3-1)**.
11. The College Purchasing Department processes the Request For Contract Form (RFC) in the SAP system.
12. The Vice President of Administration releases or approves the Request For Contract (RFC) in the SAP system.
13. The College Purchasing Department generates the formal short term agreement or contract and sends the agreement to the contractor for signature of approval.
14. The College Purchasing Department receives the signed agreement or contract from the contractor.
15. The College Purchasing Department obtains the Vice President of Administration's signature of approval on the contract.
16. The copy of the signed short term contract or agreement is then given to the College Procurement Specialist for submission to the Board of Trustees for approval.
17. The College Procurement Specialist prepares the Board items including all other short term agreements for the Board of Trustees ratification.
18. The Board ratifies the contract during the Board of Trustees meeting.
19. After the ratification of the short term agreement by the Board of Trustees, the Purchasing Department sends the original contract to the contractor for performance or execution.
20. The College Purchasing Department also sends a copy of the short term agreement to the initiator or department and files a copy.
21. All transactions involving the aforementioned Request For Contract (RFC) and amendments must be reported to the Board of Trustees for ratification within sixty days (60) or less of such transactions or when the Request For Contract (RFC) is initially entered into the SAP system. Reference: **Board Rule 7100.15**