

Los Angeles City College Administrative Services "How To" Book	Contracting Procedures	VII E-2
How Do I Process A Long Term Contract (Agreement Greater Than Or Equal To \$5000.00 But Less Than \$72, 400)?		

A. Brief Description

These procedures are established to guide staff through the contracting process for services with total cost equal to or greater than \$5000.00 (Five thousand dollars) and less than \$72,400 (Seventy-two thousand four hundred dollars), the statutory bid limit, or equal to or more than one year or twelve consecutive months.

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 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 approved Request for Contract (RFC) Form is routed to the College Procurement Specialist queue for the generation of the formal contract.
14. The College Procurement Specialist generates the long term contract.
15. The College Procurement Specialist sends the completed contract to the contractor to obtain signature of approval or acceptance.
16. The Contractor signs the contract and returns the signed contract to the College Procurement Specialist.
17. The College Procurement Specialist submits the contract to the Vice President of Administration for signature of approval.
18. The Vice President of Administration signs the contract and returns the signed contract to the College Procurement Specialist.
19. The College Procurement Specialist prepares the Board item to obtain the Board of Trustees ratification of the signed contract.
20. The Board ratifies the contract during the Board of Trustees meeting.
21. The College Procurement Specialist certifies the contract.
22. The College Procurement Specialist sends a copy of the contract to the contractor for execution.
23. The College Procurement Specialist sends a copy of the signed contract to the Requestor or Department requesting the contract.
24. 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**