



COLLEGE
of the
DESERT

Contract Transmittal eForm: Submission & Approval Process

User's Guide

Abstract

This guide describes the process for submitting and processing a new or amended Contract with a provider or contractor.

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Introduction

When the Desert Community College District does business with any outside entity for goods and services, a purchase order (PO) or contract between the District and the entity is required for work to begin and the entity to be paid. Contracts must be approved and signed by an authorized District representative delegated by the Board of Trustees per Board Policy 6150.

Purpose

The purchasing process of goods and services can be challenging to navigate. The Contract Submittal eForm is designed to make this process more efficient.

Purchasing Process of Goods and Services:

- Department determine needs
- Department finalize quote or contract with vendor
- Department submit a requisition through Galaxy for purchase orders or the Contract Submittal eForm for contracts
- The requisition is routed through the approval process
- The Purchasing Department process a Purchasing Order (PO) or C-Contract on approved requisitions
- POs and C-Contracts are signed by the Authorized District Representative
- The Purchasing Department issues POs and C-Contracts to the vendor or the originating department
- The Board of Trustees ratify or approve the PO or C-Contract
- Goods are received in the Warehouse and delivered to the department
- Invoices are submitted to Accounts Payable for payment

What is a Contract?

The term “contract” is used to encompass all types of contracts, agreements, and similar documents, which commit the District to a course of action. A contract is a legally enforceable agreement voluntarily entered into between two or more parties with agreed upon obligations.

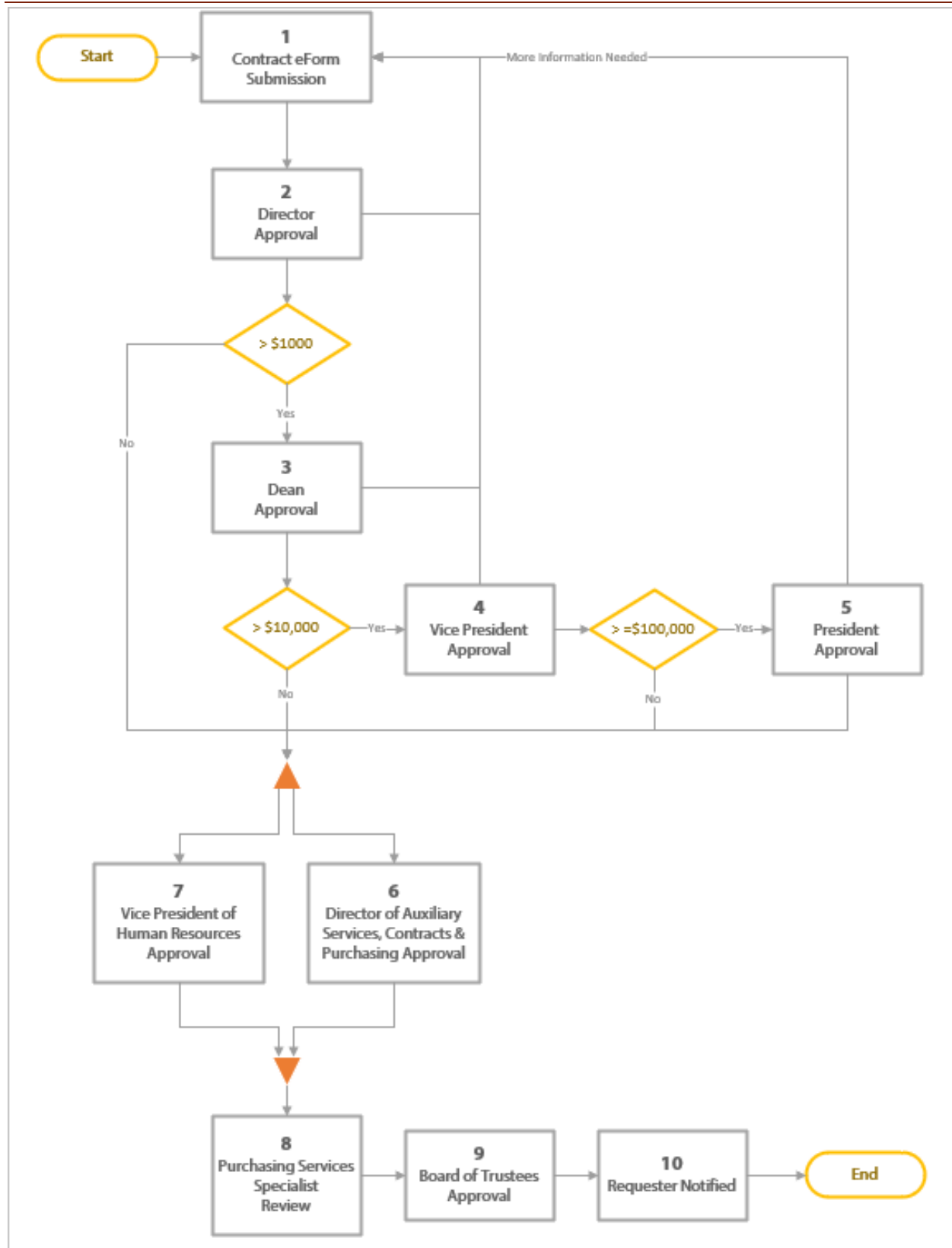
Contracts may include the following (but not limited to):

- Consultant Agreement (general consulting, legal, accounting, architect, auditing, counseling)
- Independent Contractor Agreement (construction, repair & maintenance)
- Other Service Agreements (bookstore, food service, storage, laundry)
- Quotes and Proposals for which the vendor requires a signed document
- Lease/Rental Agreements
- License & Maintenance Agreements
- Insurance Agreements
- Memorandum of Understanding (MOU) or Agreement (MOA)
- Grants
- Terms & Conditions
- Subscriptions

Contact

For assistance, please contact the Purchasing Services Specialist at extension 4815.

Process Overview



Each new or amended contract between the District and vendor must follow the submission/approval process described below.

1. Contract Submittal eForm Submission

The submitter completes the [Contract Submittal eForm](#) and submits it for approval. The eForm is located on the College of the Desert's Purchasing webpage.

2. Director Approval

The Director of the originating department must review and approve. The submission may be Approved, Rejected, or sent back to the submitter for more information.

3. Dean Approval

If the total amount of the contract is greater than \$1,000, the respective Dean or Executive Director of the originating department must review and approve. The submission may be Approved, Rejected, or sent back to the submitter for more information.

4. Vice President Approval

If the total amount of the contract is greater than \$10,000, the respective Vice President of the originating department must review and approve. The submission may be Approved, Rejected, or sent back to the submitter for more information.

5. President Approval

If the total amount of the contract is greater than \$100,000, the President must review and approve the contract. The submission may be Approved, Rejected, or sent back to the submitter for more information.

6. Director of Auxiliary Services, Contracts & Purchasing Approval

The Director of Auxiliary Services, Contracts & Purchasing reviews the contract to ensure compliance with standard District contract terms and conditions. The submission may be Approved or Rejected.

7. Vice President of Human Resources Approval

The Vice President of Human Resources reviews the contract to ensure it

does not violate collective bargaining agreements. The submission may be Approved or Rejected.

8. Purchasing Services Specialist Review

The Purchasing Services Specialist reviews the approved contract. The submission may be marked as complete or sent back to the submitter for more information. Complete submissions are compiled for Board of Trustees ratification or approval.

9. Board of Trustee's Approval

The Board of Trustees reviews and ratify or approve contracts each month. The submission may be Approved, Rejected, or sent back to the submitter for more information.

10. Submitter Notification

The submitter will be notified of the status of the contract.

Submittal Process Details

Initial Submission

The submitter completes the [Contract Transmittal eForm](#) and submits it for approval.

Submission Steps:

1. Open the [Contract Transmittal eForm](#).

The eForm is located on the College of the Desert's [Purchasing](#) webpage. (Note: It is recommended that you use Google Chrome with eForms.)

2. Fill out the form. All fields with the red asterisk (*) are required fields. Refer to Appendix A for form field definitions.
3. Sign the eForm to identify you as the submitter.
4. Select the Submit button to begin the approval workflow.

COLLEGE of the DESERT Contract Transmittal Sheet

2

Contract Status* If the provider is a District employee, please contact Human Resources prior to any commitment for services
☒ New Contract ☐ Amendment

Contract Type*
☐ Cost Contract ☐ Revenue/Grant
☐ Memorandum of Understanding ☐ Non-Monetary Contract

Contract Attached*
☐ Boiler Plate ☐ Draft
☐ Contractor Provided

Contract* Upload

W9 Upload

VPAT Upload

Originating Department* [Dropdown] **College Point-of-Contact*** [Text Box]

Provider / Contractor* [Text Box]

Funding Source* [Dropdown]

Funding Accounts

Account Number*	Percentage*	Total Percent
[Text Box]	[Text Box]	[Text Box]

Format Example: 11-H10-0000-0-6730-0000-5100
Add another account

Term Beginning* [Text Box] **Term Ending*** [Text Box]

Total Amount* [Text Box]

Contracts with insufficient budgets will not be processed. Please check for available budget prior to submission.

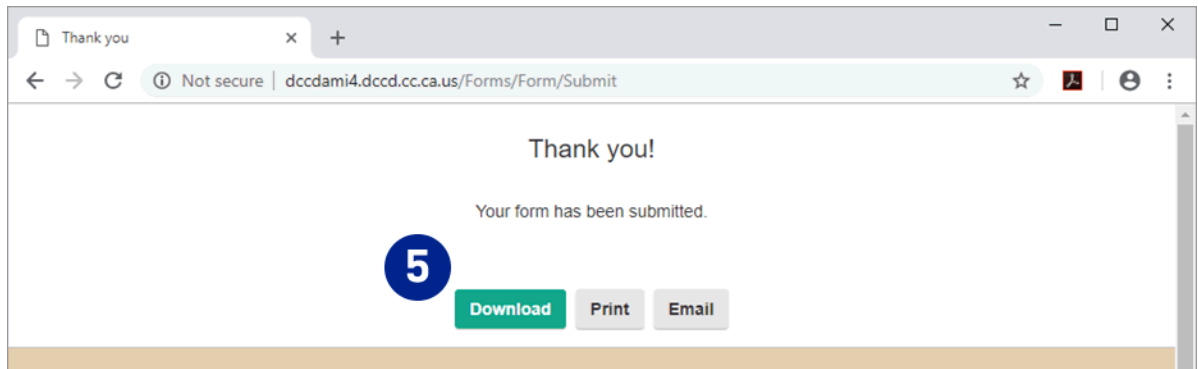
Description/Summary of Purpose of Contract:* (For Board of Trustees agenda)
[Text Box]

Signatures

Submitter* [Text Box] **Sign** **3**

Submit **4**

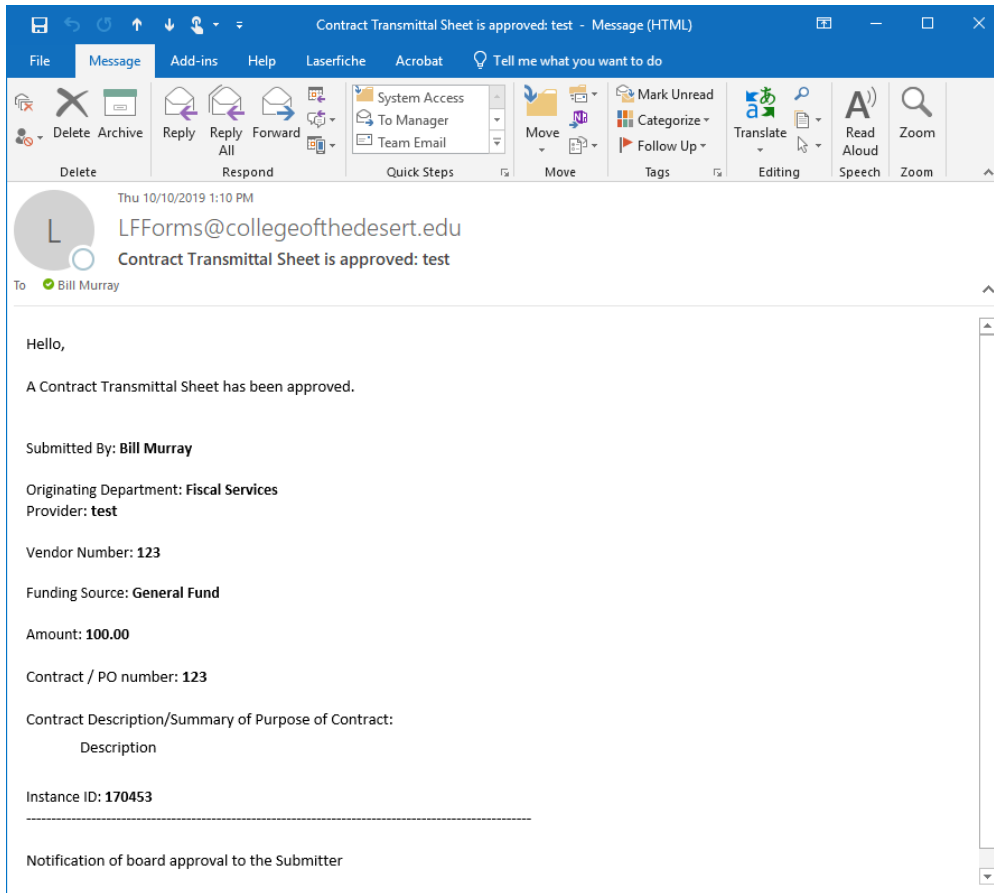
5. Once submitted, a confirmation page will appear, where you have the option to Download, Print or Email. Regardless, a confirmation email will be sent to the Submitter for your records. An Instance ID# is assigned for your reference to track your submission through the process.



Submission Results

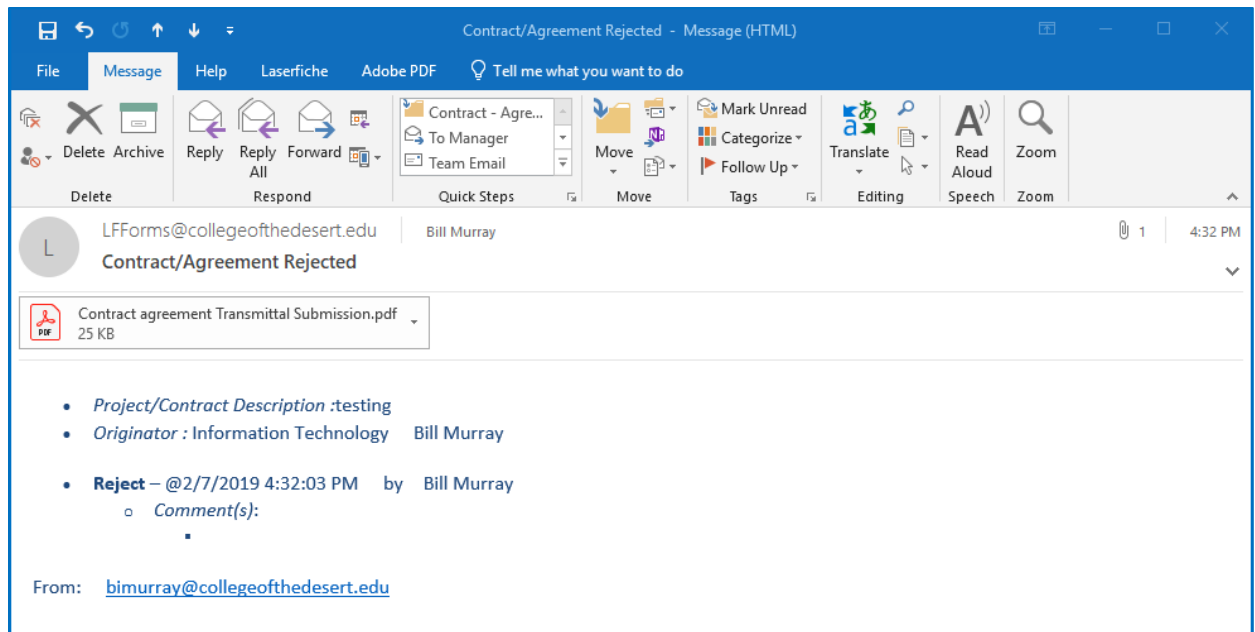
Submission Approved

When a contract has been approved, the submitter will receive a Contract/PO number and an email notification once the submission has been Board Approved. See page 12 to track submission.



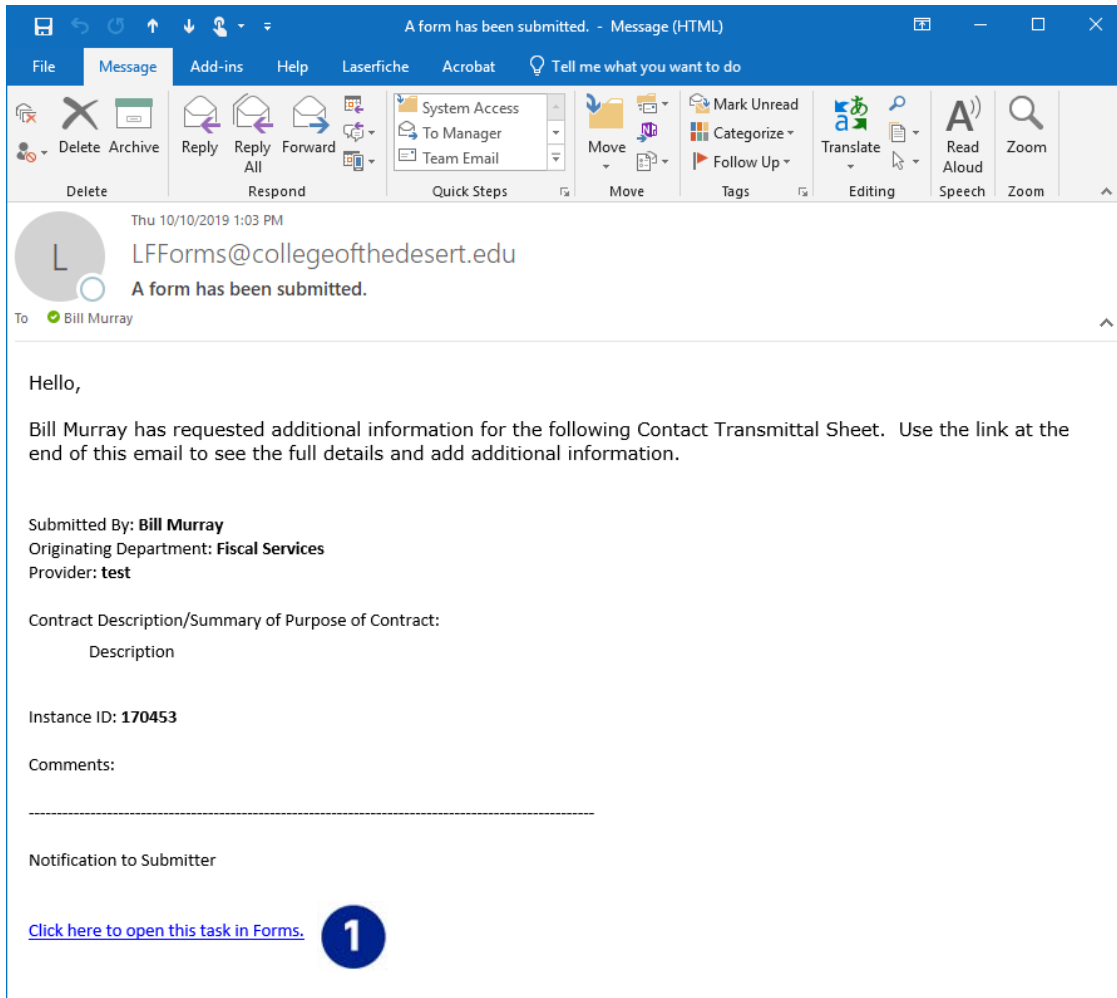
Submission Rejected

If the submission has been rejected, the submitter receives an email indicating the contract was rejected, who rejected it, and any comments. Anytime the submission is rejected in the approval workflow, the contract must be re-submitted.



Submission Requires More Information

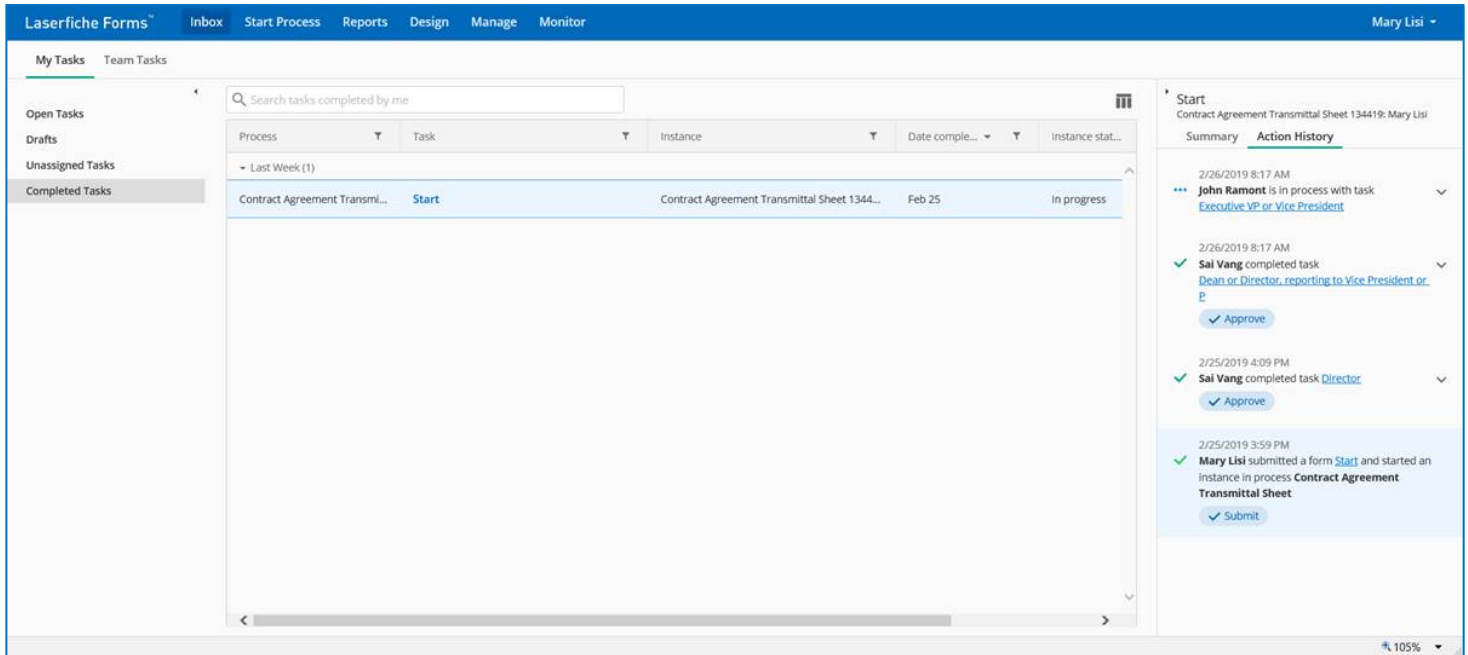
If an approver requires more information, the submitter will receive an email. When this happens, the submitter can review the comments and can only upload additional supporting documents. If there is an error or edit to be change in the form field(s), the contract must be re-submitted.



If this happens, the submitter will need to complete the following steps.

Re-Submission Steps:

1. Select the hyperlink in the email displays the submitted Contract in a web browser window.
2. Select the Supporting Documents upload button on the Contract Transmittal Supplemental Info to add additional information.
3. Enter Comments in the **Comments** Field (optional).
4. Select the **Submit** button to submit the Contract for review.



Track your Submission

When a contract has been submitted, the submitter may track the status of their submitted contracts.

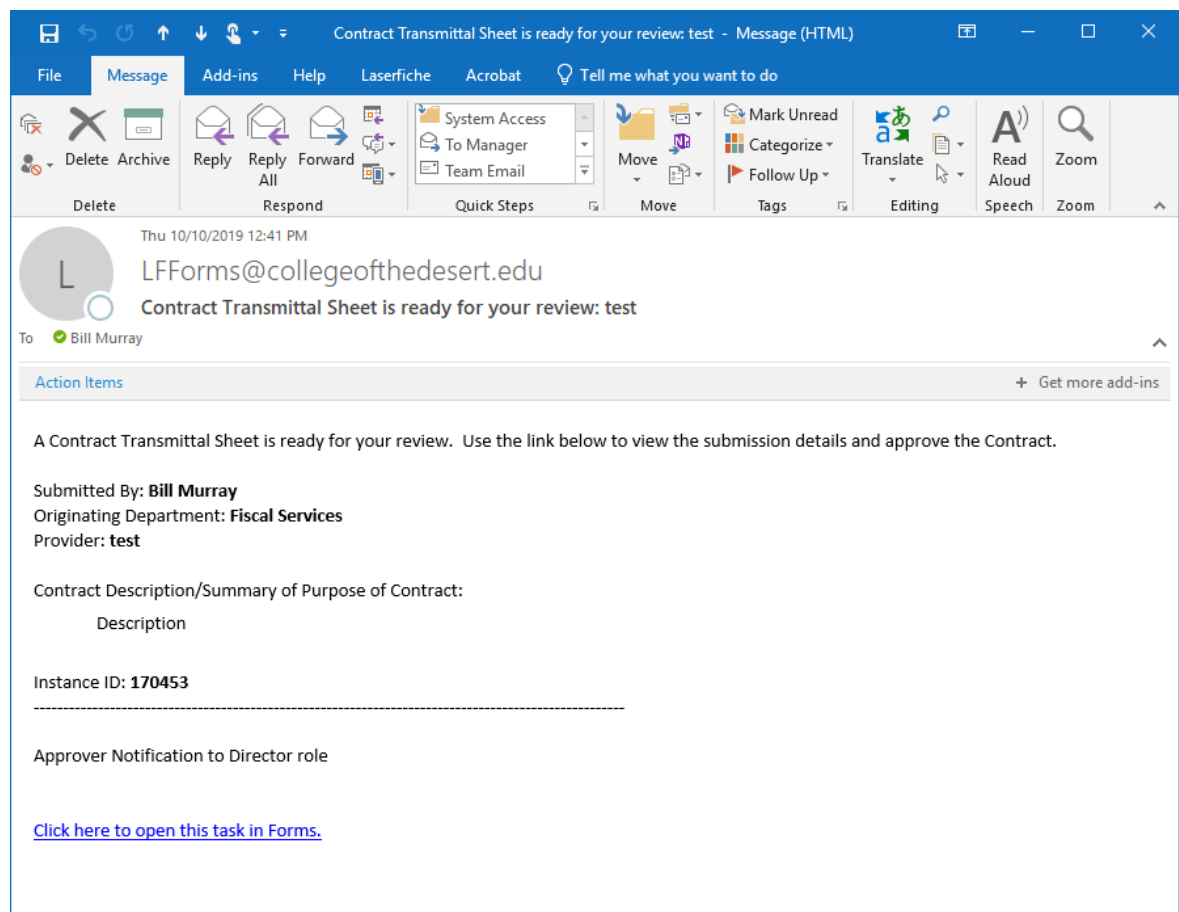
1. Access the [Laserfiche Forms Inbox Completed Tasks](#) webpage to view a list of tasks that you have completed.
2. Ensure that the details pane is shown on the right side of the page.
When the page loads, a panel on the right side of the screen displays the text "Select a task to see its details here". If that text is not shown, select the "Details" slider that displays in the upper right corner of the page to open the Details panel.
3. Select an entry in the Process column. Detailed information about the contract submission displays in the details panel on the right side of the page. The information in the details panel contains all the process steps that have been completed for the submission as well as the current process step. The most recent action is at the top of the list.
4. Each step shown in the details pane includes the Step Name, Comments, Action, Date and Time, and the Person who completed the step.

Approval Workflow Process Details

The approval workflow is automated and built in the Contract Submittal eForm. The approval workflow is determined by the selection of the “Originating Department”.

Approval Steps


1. Once the eForm is submitted, the approval workflow will begin with an email notification to the Director of the originating department. If the total amount of the submission exceeds the designated thresholds, the Dean, Vice President and/or the President will receive an email notification to approve the contract.
2. Select the hyperlink in the email to view the submitted contract in a web browser window.



3. Review the submission information. Click the uploaded document link to review the contract.
4. Enter Comments in the **Comments** Field (optional).
5. Select the **More Info Needed** button to send the submission back to the submitter for more information.

or
6. To approve, add your signature to the signature line with the red asterisk. Then select the **Approve** button to approve the submission and send it to the next step in the process.

or
7. Select the **Reject** button to reject the submission and have an automatic email sent to the submitter informing them of the status of the submission.


COLLEGE of the DESERT
Contract Transmittal Submission

Contract Status

New Contract

Contract Type

Cost Contract

contract Attached

Boiler Plate

Contract

Upload

Sample Contract.docx 3 653.44KB

W9

Upload

VPAT

Upload

Funding Source

General Fund

Funding Accounts

Account Number	Percentage
11-H10-0000-0-6730-0000-5100	100
Add	

Provider/Contractor

test

Vendor Number

Contract/PO Number

Originating Department

Fiscal Services

College Point-of-Contact

test

Term Beginning

10/14/2019

Term Ending

10/18/2019

Total Amount

100.00

Contracts with insufficient budgets will not be processed. Please check for available budget prior to submission.

Description/Summary of Purpose of Contract:

(For Board of Trustees agenda)

Description

Submitter

Submitted By

Bill Murray

Submission Date

10/10/2019

Supporting Documents

Upload

Signatures

Director*

Sign

Dean

Sign

Vice President

Sign

President

Sign

Director of Purchasing

Sign

Vice President of HR

Sign

Supporting Documents

Upload

Instance ID

170453

Comments

4

More Info Needed

Approve

Reject

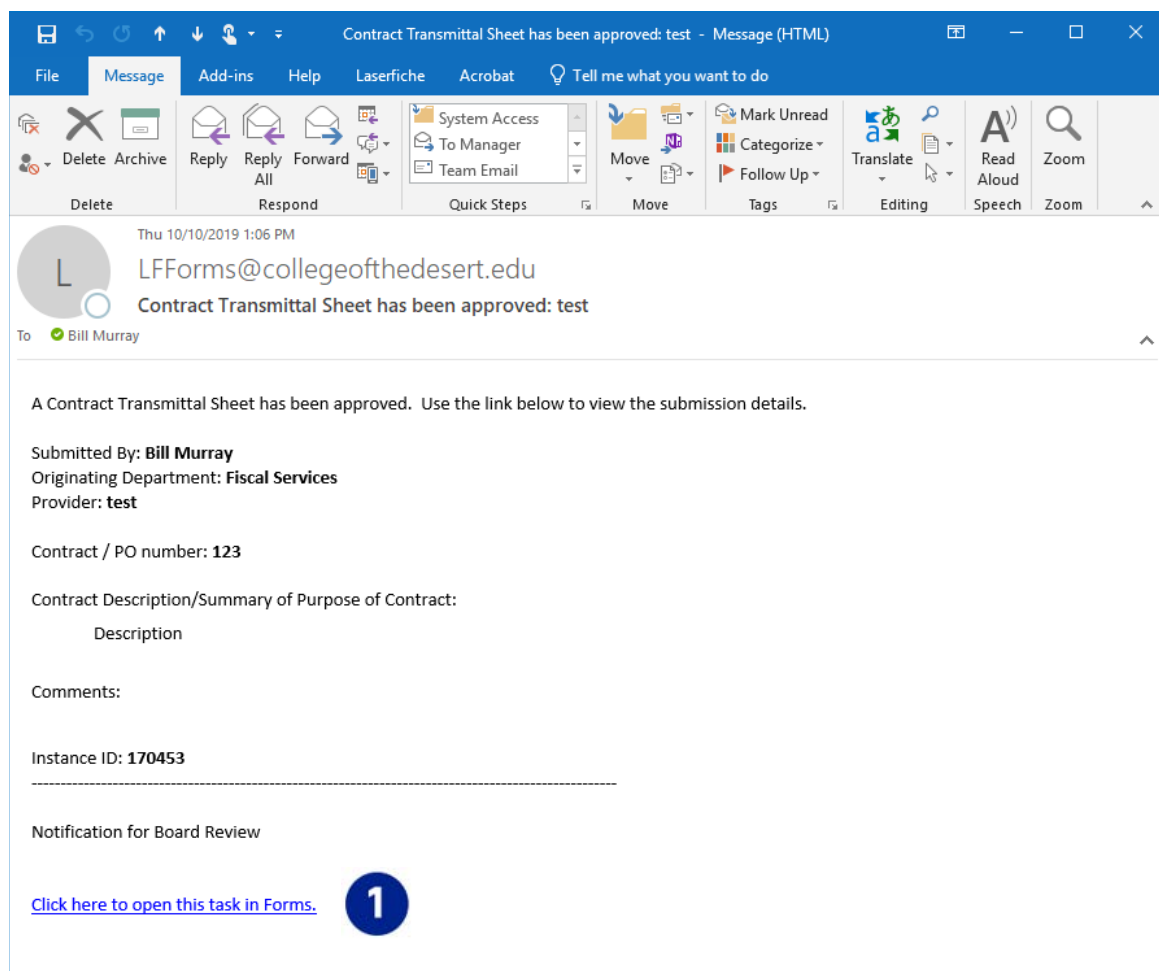
5

6

7

Final Review and Board of Trustees Ratification/Approval

The final approval step includes a review by the Purchasing Services Specialist and ratification/approval by the Board of Trustees. The Purchasing Services Specialist receive an email when the contract is ready for review and approval when the Director of Auxiliary Services, Contracts & Purchasing and the Vice President of Human Resources have both approved the contract. The Purchasing Services Specialist may mark the submission as Complete or request More Information from the submitter.



Review Steps:

1. Select the hyperlink in the email to view the submitted contract in a web browser window.
2. Review the submission information.
3. Enter Comments in the **Comments** Field (optional).
4. Enter the **Vendor Number**.
5. **Add Supporting Documents** to the submission (optional).
6. Enter the **Contract/PO Number**.
7. Select the **Complete** button to mark the submission complete and send it to the next step in the process. Also, add the Contract to the agenda for the next Board of Trustees meeting.
8. or
9. Select the **More Info Required** button to send the submission back to the originator for more information.

The Purchasing Services Specialist receives an email as a proxy for the Board of Trustees when a contract is marked completed. The Board of Trustees may Approve or Reject the submission, or request More Information from the submitter.

1. Select the hyperlink in the email to view the submitted Contract in a web browser window.
 2. Perform the following action based on the information from the Board of Trustees meeting.
 3. Enter Comments in the **Comments** Field (optional).
 4. Select the **More Info Needed** button to send the submission back to the originator for more information.
- or

5. Select the **Approve** button to approve the submission and send it to the next step in the process.

or

6. Select the **Reject** button to reject the submission and have an automatic email sent to the originator informing them of the status of the submission.

The Board approved contracts are entered into Galaxy and assigned a number and a payment forum:

- Contract
- Open Purchase Order
- Purchase Order

The fully executed document is distributed to Accounts Payable for payment, the originating department for vendor execution, and posted to the College of the Desert Portal's [Contracts](#) page.

Appendix A: Form Field Definitions

Field	Description/Action
Contract Status *Required Field	<ul style="list-style-type: none"> • New Contract: A new enforceable contract entered into between two or more parties with agreed upon obligations. • Amendment: A contract amendment is an alteration to the original contract – whether it is an addition, deletion, correction, or modification.
Contract Type *Required Field	<ul style="list-style-type: none"> • Cost Agreement: A legally binding agreement that contains a cost incurred in exchange for goods or services. • Memorandum of Understanding: A memorandum of understanding (MOU) is a written statement of cooperation or understanding about a specific or general topic between two or more parties. • Revenue/Grant: An agreement detailing terms under which the District will receive funds for goods or services provided. • Non-Monetary Agreement: An agreement with conditions including control of proprietary information, publication, future intellectual property rights, insurance and indemnification and/or other limitations.

Contract Attached *Required Field	<ul style="list-style-type: none"> • Boiler Plate: District's template with standardized provisions which sets forth the rules that, will govern disputes. • Contractor Provided: A contract provided by the vendor or partner. • Draft: An agreement that is not finalized by the parties involved.
Contract Template	<p>Only visible if Contract Status is "New Agreement" and Contract Attached is "Boiler Plate".</p> <ul style="list-style-type: none"> • Select the Upload button to include the Contract Template that was used for the Contract.
Contract *Required Field	<ul style="list-style-type: none"> • Select the Upload button to include the contract. A contract is a legally enforceable agreement between two or more parties with agreed upon obligations.
Supporting Documents	<ul style="list-style-type: none"> • Select the Upload button to include additional document(s) in support of the contract. <ul style="list-style-type: none"> ○ W-9 Form (if new vendor) ○ Proposal (if any) ○ Insurance (if any)
Funding Source *Required Field	<ul style="list-style-type: none"> • Enter one of the following values: <ul style="list-style-type: none"> ○ General Fund - 11 ○ Restricted Fund - 12 ○ Foundation Fund – 12 ○ Auxiliary Fund - 12 ○ N/A

Account Number *Required Field	<ul style="list-style-type: none"> Enter the account string number to charge. <ul style="list-style-type: none"> Account Number Format is 00-000-0000-0-0000-0000-0000 Additional account strings may be added with associated percentage per each account string. The total percentage must equal 100%.
Originating Department *Required Field	<ul style="list-style-type: none"> Select the Originating Department from the drop-down list. The Originating Department initiates the approval workflow. Generally, the Originating Department who determined the need for such a contract and is responsible for executing the agreed upon contract obligations.
College Point-of-Contact *Required Field	<ul style="list-style-type: none"> Enter the name of the administrator in charge of executing the agreed upon contract obligations.
Provider/Contractor *Required Field	<ul style="list-style-type: none"> Enter the name of the vendor.
Term Beginning *Required Field	<ul style="list-style-type: none"> Select the calendar icon to the right of the field to open the date picker control and select the Start Date based on the agreed upon obligation in the contract.
Term Ending *Required Field	<ul style="list-style-type: none"> Select the calendar icon to the right of the field to open the date picker control and select the End Date based on the agreed upon obligation in the contract.

Original Contract Amount	<p>Only visible if the Contract Status field value is equal to Amendment.</p> <ul style="list-style-type: none"> • Enter the Contract number for the contract that is being amended.
Amendment Number	<p>Only visible if the Contract Status field value is equal to Amendment.</p> <ul style="list-style-type: none"> • Enter the Amendment Number.
Amendment Amount	<p>Only visible if the Contract Status field value is equal to Amendment and the Contract Type does not equal Non-Monetary Agreement.</p> <ul style="list-style-type: none"> • Enter the amount of the Amendment.
Total Amount	<ul style="list-style-type: none"> • Enter the total cost of the contract based on the agreed upon obligation in the contract.

<p>Description/Summary or Purpose of Agreement</p> <p>*Required Field</p>	<ul style="list-style-type: none"> • Enter a description or summary of the contract. The information in this field is reviewed and consolidated for the Board of Trustees. Please use the following guidelines: <ul style="list-style-type: none"> ○ Language is professional, clear and concise ○ Detailed description of services to be rendered ○ No acronyms ○ Numbers 10 and under are to be spelled out ○ Cost breakdown ○ Detailed time line of services to be rendered ○ Maintain confidentiality ○ No conflicts of interest ○ Acting only in the best interest of the students and adhering to District Policies and Procedures
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<p>Submitter</p> <p>*Required Field</p>	<ul style="list-style-type: none"> • Select the Sign button to open the signature control dialog box. <ul style="list-style-type: none"> ○ Use Either the Type options or the Draw option to enter the name of the end-user submitting the eForm. ○ The Type option allows you to enter your name using the keyboard and selecting a style for you signature. ○ The Draw options allows you to write you name using the mouse in the box provided. ○ Once you have entered your name select the Sign button to save you signature.
<p>Approver</p> <p>*Required Field</p>	<ul style="list-style-type: none"> • Select the Signature button with the red asterisk to open the signature control dialog box. <ul style="list-style-type: none"> ○ Use Either the Type options or the Draw option to enter the name of the end-user submitting the eForm. ○ The Type option allows you to enter your name using the keyboard and selecting a style for you signature. ○ The Draw options allows you to write you name using the mouse in the box provided. ○ Once you have entered your name select the Sign button to save you signature.