Contract Transmittal eForm

User's Guide

Abstract
This guide describes the process for submitting a new or amended contract for approval.

Updated October 2021

Table of Contents

Introduction

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

Purpose

The process for purchasing 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 contract orders
- The requisition is routed through the approval process
- The Purchasing Department issue a Purchasing Order (PO) or Contract Order (CO) on approved requisitions
- POs/COs are signed by the Authorized District Representative
- The Purchasing Department issues POs/COs to the vendor or the originating department
- The Board of Trustees ratify or approve the POs/COs
- 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, memorandum of understanding, 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.

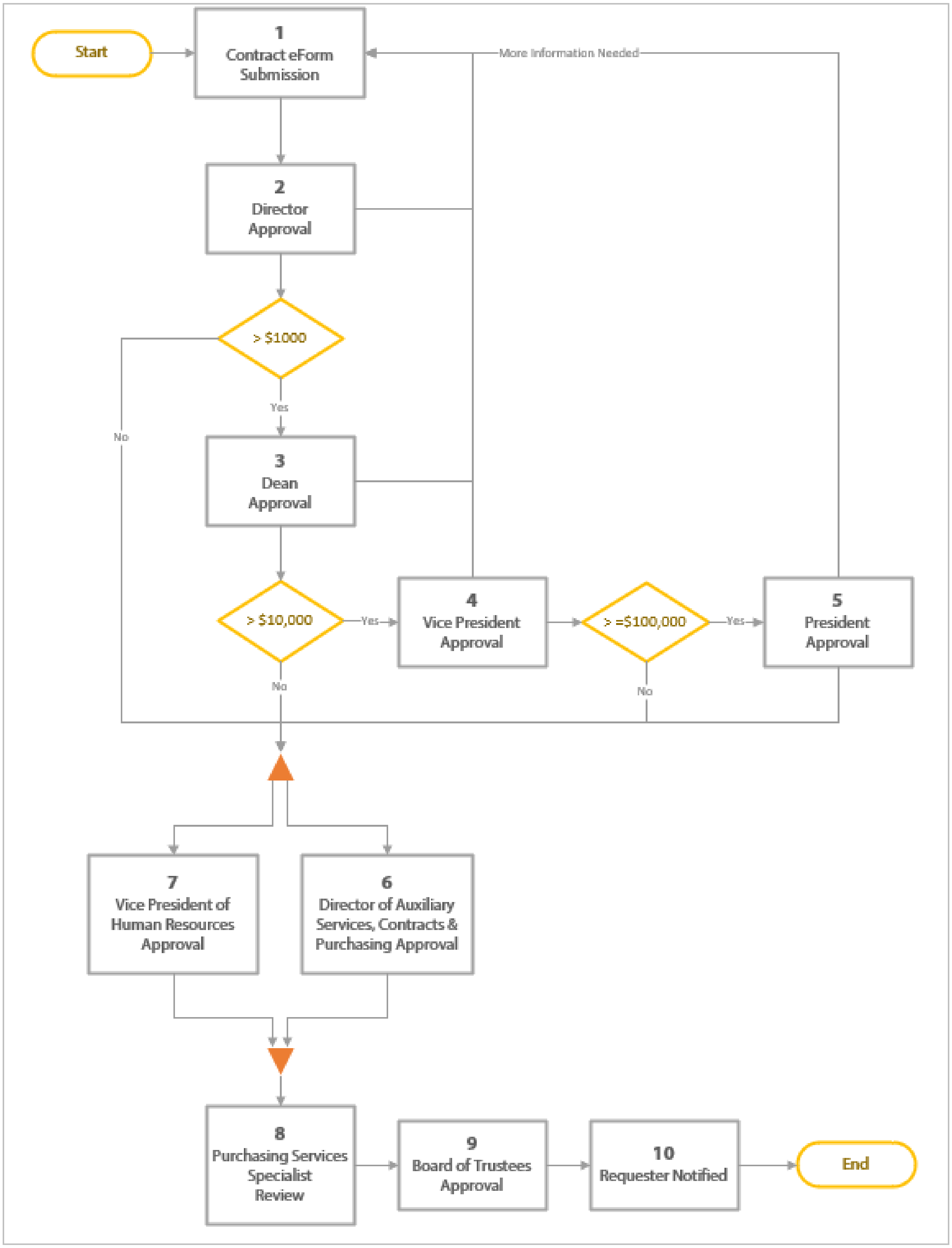
Contracts may include the following (but not limited to):

- 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(s) must follow the approval process described below.

1. **Contract Submittal eForm Submission**

   A Contract Submittal eForm is submitted for approval. The Laserfiche eForm is located on the Purchasing webpage.

2. **Director Approval**

   The Director of the originating department can approve, reject, or request more information or correction.

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 approve. The Dean can approve, reject, or request more information or correction.

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 approve. The Vice President can approve, reject, or request more information or correction.

5. **President Approval**

   If the total amount of the contract is greater than $100,000, the President must approve. The President can approve, reject, or request more information or correction.

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 Director can approve or reject.

7. **Vice President of Human Resources Approval**

   The Vice President of Human Resources reviews to ensure the contract does not violate collective bargaining agreements. The Vice President can approve or reject.

8. **Purchasing Services Specialist Review**

   The Purchasing Services Specialist reviews the approved contract. The submission may be marked as complete or request more information. Completed submissions are consolidated for Board of Trustees ratification/approval.

9. **Board of Trustees Approval**

   The Board of Trustees takes action on submitted contracts each month. The Board of Trustees can approve, reject, or request more information.

10. **Submitter Notification**

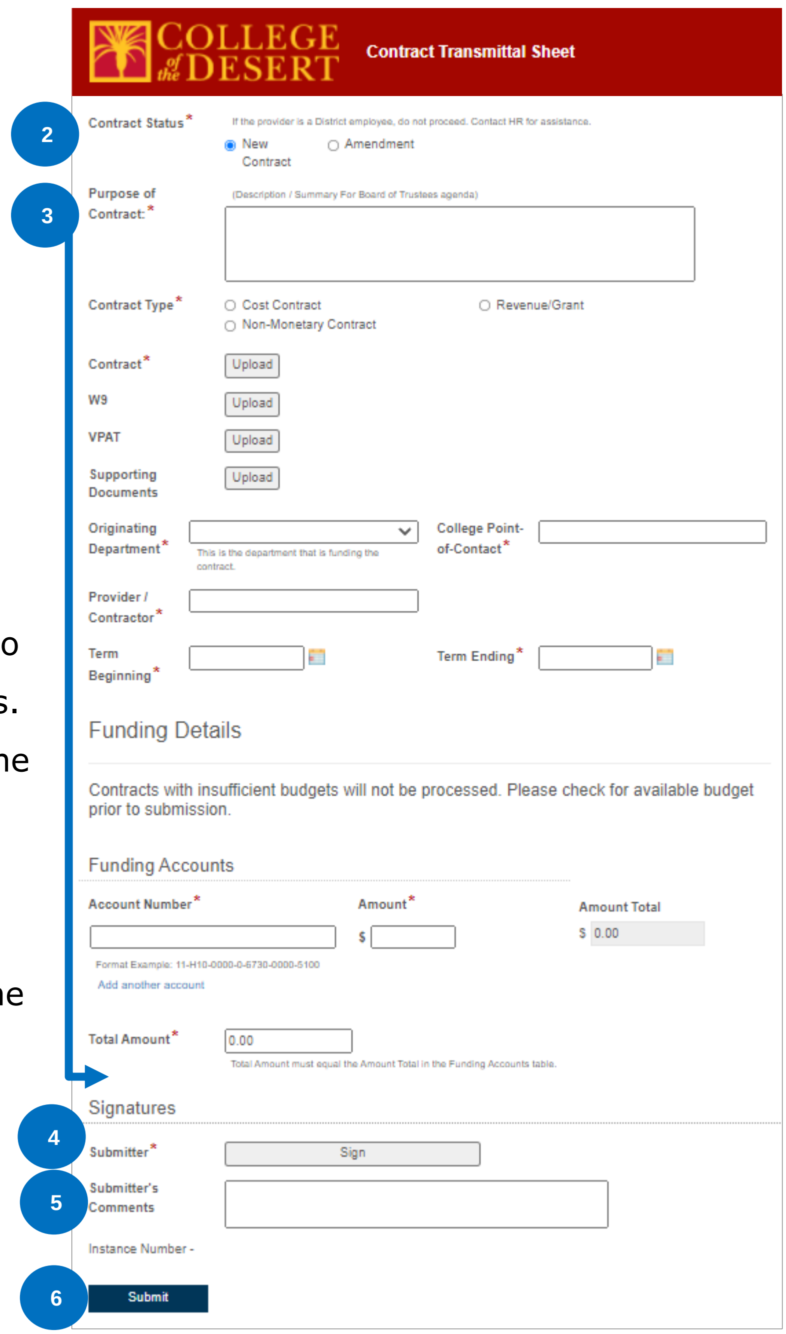
    The submitter will be notified of the status of the contract.

Submittal Process Details

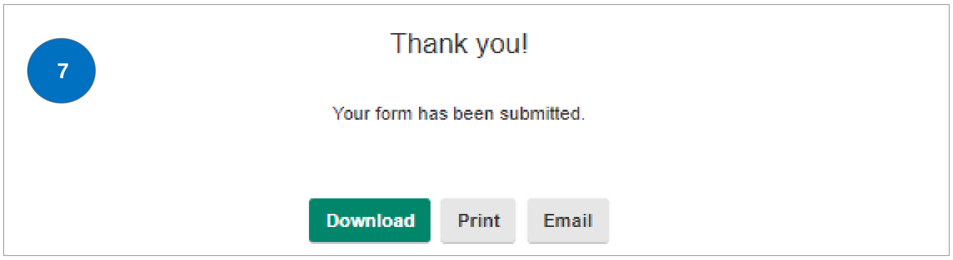
New Contract Submission

Submission Steps:

1. Open the [Contract Submittal eForm]() located on the [Purchasing webpage](). All fields with the red asterisk (*) are required fields. (Note: Please use Google Chrome with Laserfiche eForms.)
2. Select "New Contract" in the Contract Status Field.
3. Fill out the remaining fields. Refer to [Appendix A]() for form field definitions.
4. Sign the eForm to identify you as the submitter.
5. Enter optional comments to the approvers and/or purchasing staff.
6. Select the Submit button to start the approval workflow.
7. Once submitted, a confirmation page will appear. You have the option to Download, Print or Email. Regardless, a confirmation email will be sent to your college

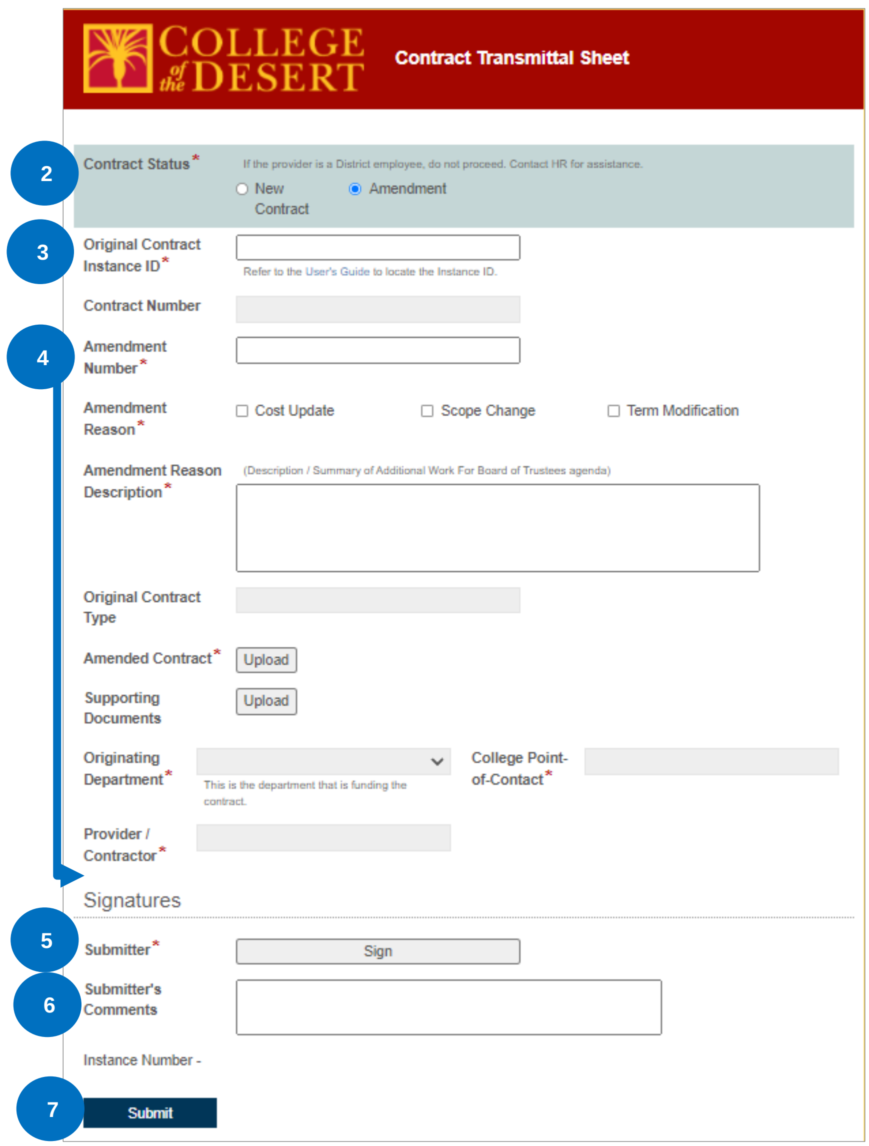


email account. A unique Instance ID number is automatically assigned to identify and track each submission.



Contract Amendment Submittal Process Details

A contract amendment is an alteration to an approved contract – whether it is an addition, deletion, correction or modification to the original terms and conditions.

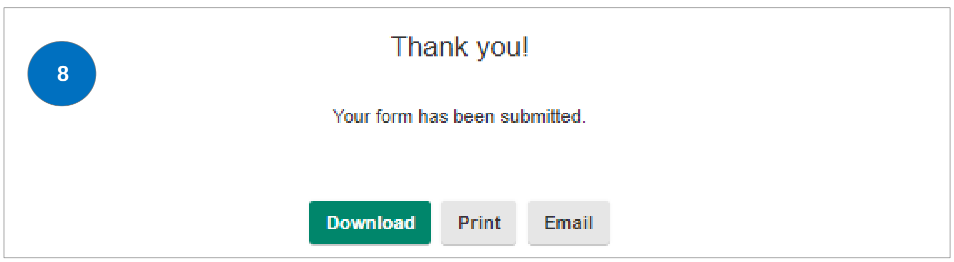


Submission Steps:

1. Open the Contract Submittal eForm located on the Purchasing webpage. All fields with the red asterisk (*) are required fields. (Note: Please use Google Chrome with Laserfiche eForms.)
2. Select the "Amendment**"** in the Contract Status field.
3. Enter the Original Contract Instance ID number and press "Tab" on your

keyboard. The Instance ID retrieves data submitted in the original contract and prepopulates the grey form fields. Refer to Appendix B to locate the Original Contract Instance ID number.

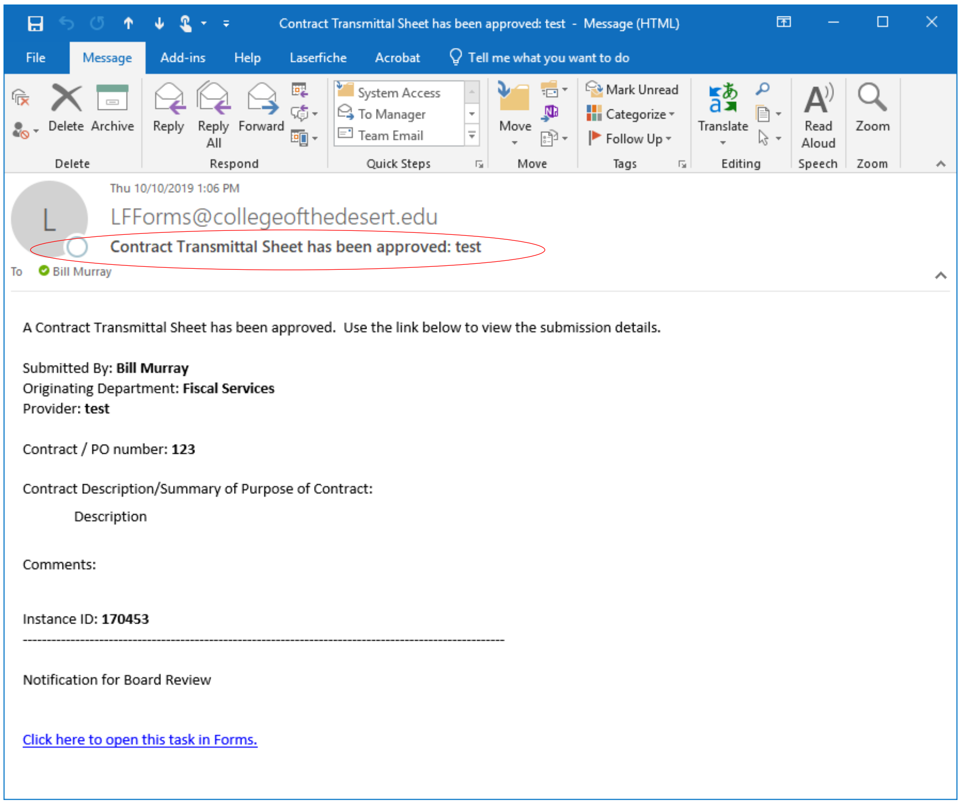
4. Fill out the remainder of the form. Refer to Appendix B for form field definitions.
5. Sign the eForm to identify you as the submitter.
6. Enter optional comments to the approvers and/or purchasing staff.
7. Select the Submit button to begin the approval workflow.
8. Once submitted, a confirmation page will appear, where you have the option to Download, Print or Email. Regardless, a confirmation email will be sent to your Outlook account. A unique Instance ID# is automatically assigned to identify and track each submission.



Submission Results

Submission Approved

When a contract has been Board ratified/approved, the submitter will receive an email notification. A Galaxy contract number is assigned to each new contract. See page 12 to track submission.



A Contract Transmittal Sheet has been approved. Use the link below to view the submission details.

Submitted By: **Bill Murray**
Originating Department: **Fiscal Services**
Provider: **test**

Contract / PO number: **123**

Contract Description/Summary of Purpose of Contract:

Description

Comments:

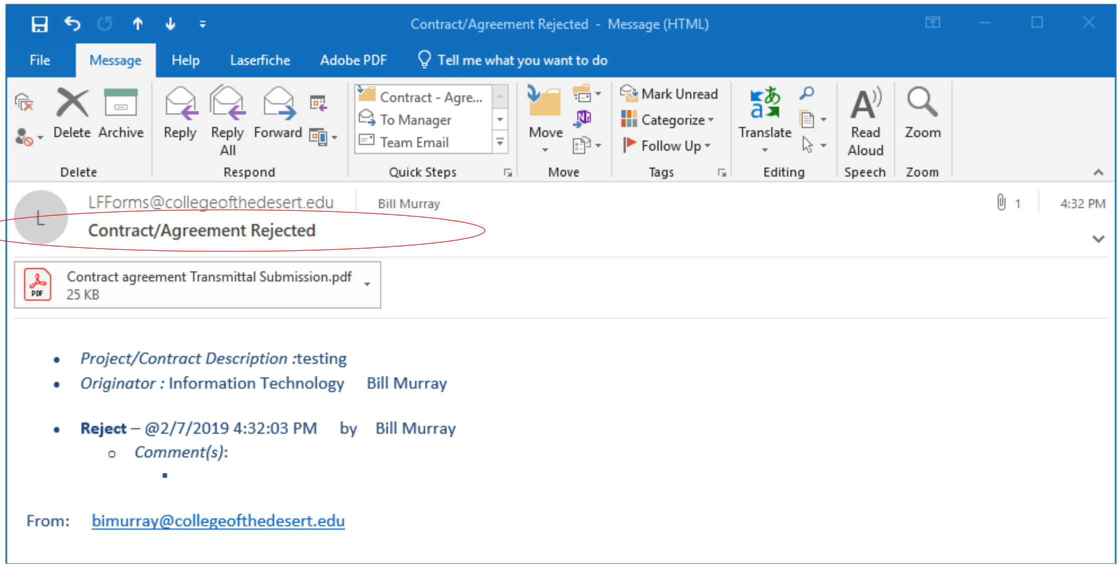
Instance ID: **170453**

Notification for Board Review

Click here to open this task in Forms.

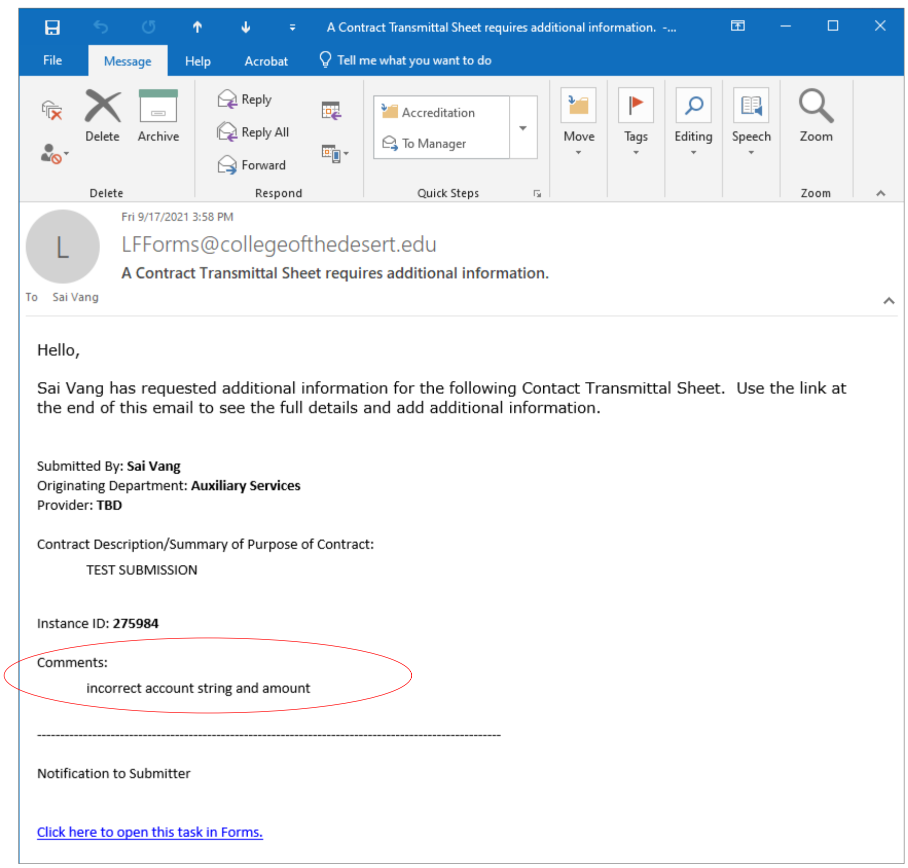
Submission Rejected

If the submission is rejected by any approver, the submitter will receive an email indicating the contract was rejected, who rejected it, and any comments. Anytime the submission is rejected, the contract must be re-submitted.



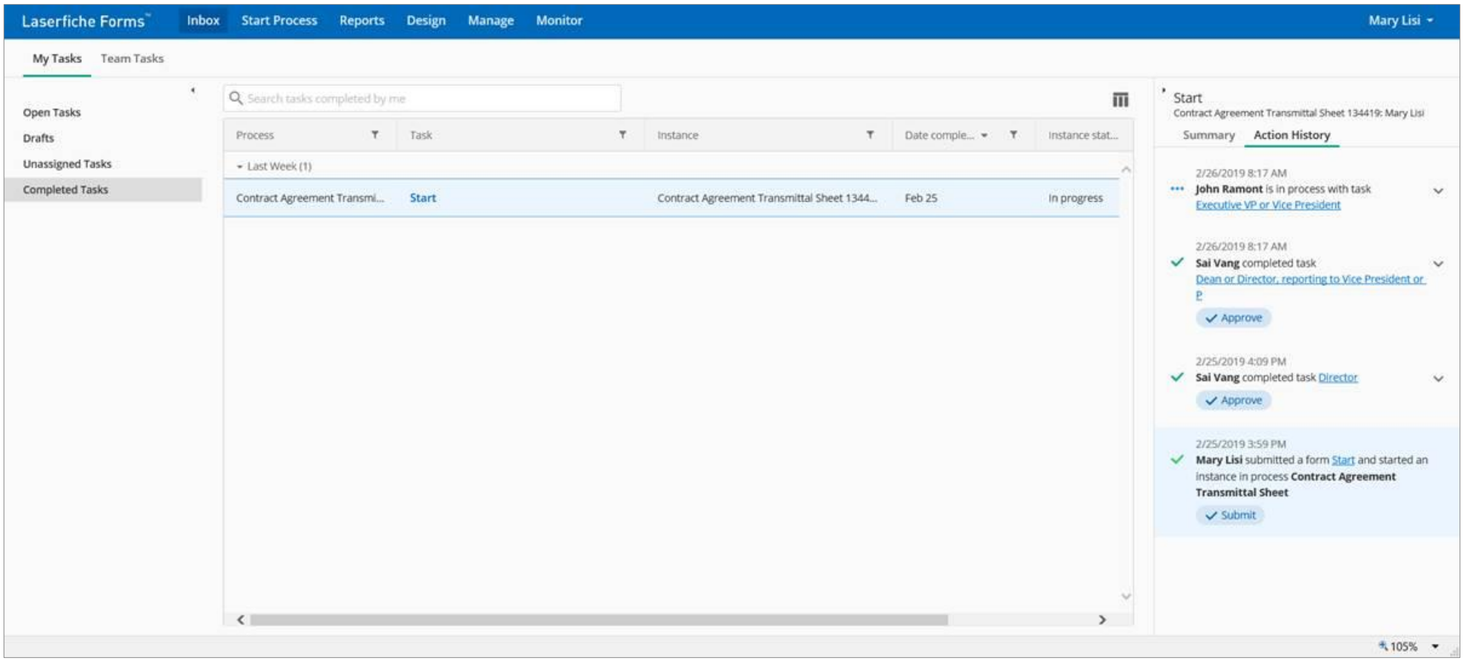
Submission Requires More Information or Request Correction(s)

If an approver requires more information or request correction(s), the submitter will receive an email notification with the comment/correction(s). The submitter can select the hyperlink in the email to return to the initial submission, make the necessary modification(s), and submit to restart the approval workflow.



Track your Submission

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



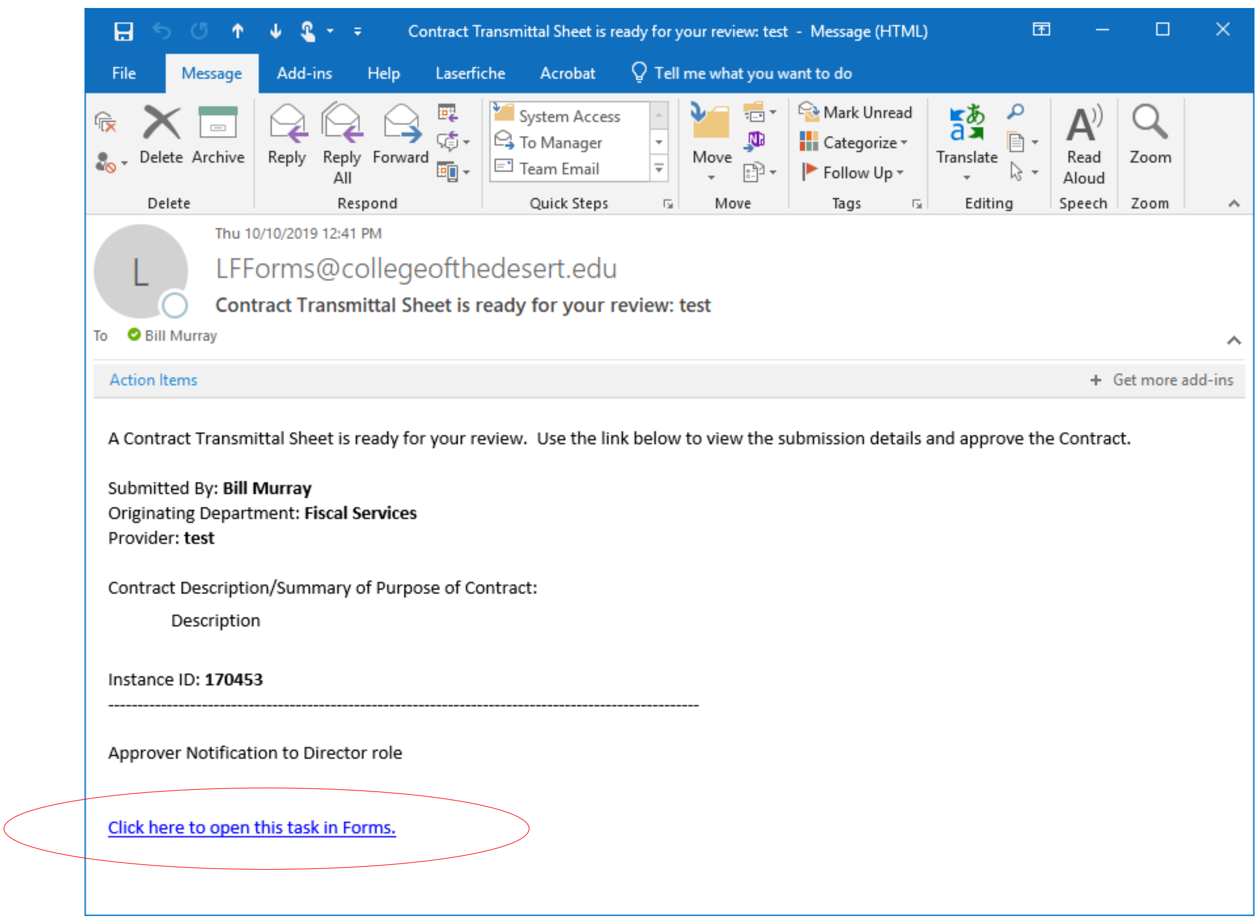
1. Access the [Laserfiche Forms Inbox Completed Tasks]() webpage to view a list of tasks that you have completed.
2. Ensure that the details pane is shown on the right side of the page. When the page loads, a panel on the right side of the screen displays the text “Select a task to see its details here”. 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 and additional supporting documents.
4. Click “Sign” on the approver with the asterisk.
5. Enter Comments in the **Comments** Field (optional).
6. Select one of three options:
    a. **More Info Needed or Request Corrections** to request more information or correction from the submitter.
    b. **Approve** the submission as presented and sends the form to the next step in the process.
    c. **Reject** the submission as presented. An automatic email is sent to the submitter informing them of the status of the submission.

Final Review and Board of Trustees Ratification/Approval

The final steps in the approval process are 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 approved by the Director of Auxiliary Services, Contracts & Purchasing and the Vice President of Human Resources. The Purchasing Services Specialist may mark the submission as Complete or request More Information from the submitter.

Purchasing Services Specialist 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 **CO/PO Number**.

7. Select the **Complete** button to mark the submission complete and send it to the next step in the process.
   or
8. Select the **More Info Needed** button to send the submission back to the originator for more information.

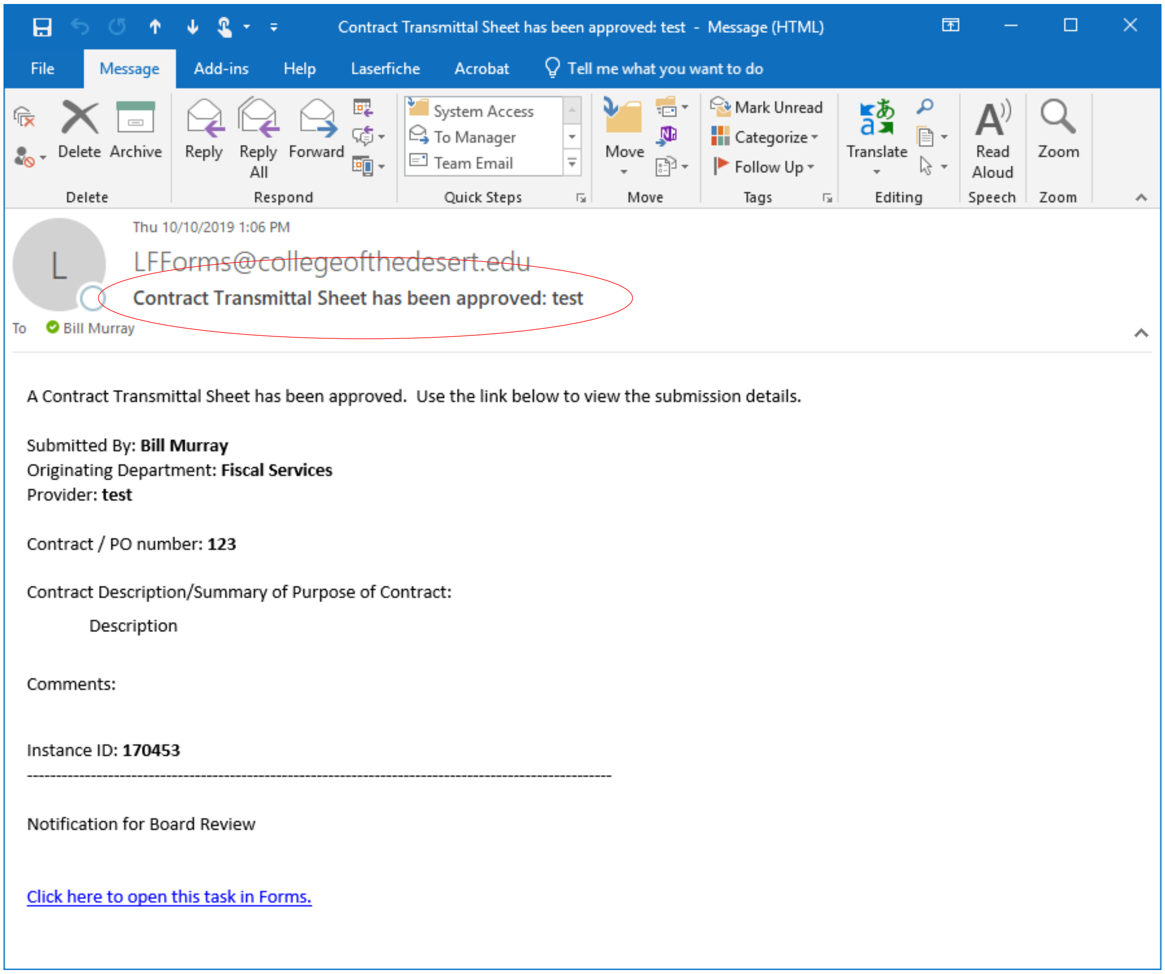
The Purchasing Services Specialist receives an email as a proxy for the Board of Trustees when a contract is marked completed. The Board of Trustees can Approve, Reject, or request More Information from the submitter.

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 **Comment**s Field (optional).
4. Select one of three options:
   d. **More Info Needed or Request Corrections** to request more information or correction from the submitter.
   e. **Approve** the submission as presented and sends the form to the next step in the process.
   f. **Reject** the submission as presented. An automatic email is sent to the submitter informing them of the status of the submission.

The Board ratified/approved contracts are entered into Galaxy and assigned a legally binding purchase order number and a payment form:

- Contract (C-number)
- Open Purchase Order (B-number)
- Purchase Order (P-number)

The purchase order and contract documents are distributed to Accounts Payable for payment and the originating department for vendor execution. A final email notification is sent to the submitter of the approved contract.



Appendix A: New Contract Form Field Definitions

Field	Description/Action
Contract Status *Required Field	**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. See Appendix B.
Purpose of Contract *Required Field	Enter a description or summary of the contract. The information in this field is reviewed and consolidated for the Board of Trustees. Please follow these guidelines: • 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

Contract Type *Required Field	**Cost Agreement**: An agreement contains a cost the District incurs in exchange for goods or services. **Revenue/Grant**: An agreement detailing terms under which the District will receive funds for goods or services provided. **Non-Monetary Agreement**: An agreement which no cost is to be exchanged by the parties. A Memorandum of Understanding (MOU) can be one type of non-monetary agreement. • A Memorandum of Understanding is a written statement of cooperation or understanding about a specific or general topic between two or more parties.
Contract *Required Field	Select the Upload button to include the contract document. A contract is a legally enforceable agreement between two or more parties with agreed upon obligations.
W9 **VPAT** **Supporting Documents**	Select the Upload button to include additional document(s) in support of the contract. • W-9 Form (if new vendor) • Voluntary Product Accessibility Template (VPAT): Required for information and communication technology, including but not limited to, software; operating systems, web-based intranet and internet information, etc. • Supporting documents: Not limited to proposal, insurance certificate, etc.

Originating Department *Required Field	• Select the Originating Department from the drop-down list. The Originating Department initiates the approval workflow. • Generally, the Originating Department determined the need for such a contract and is responsible for executing the agreed upon contract obligations.
College Point-of-Contact *Required Field	Enter the name of the administrator in charge of executing the agreed upon contract obligations.
Provider/Contractor *Required Field	Enter the name of the vendor.
Term Beginning *Required Field	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	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.
Account Number *Required Field	Enter the account string number to charge. Multiple account strings may be added. The Account Number Format is: 00-000-0000-0-0000-0000-0000.
Amount *Required Field	Enter the cost or revenue amount based on the agreed upon obligation in the contract.
Amount Total	The Amount Total will automatically prepopulate the sum of the total account number and amount lines.

Total Amount *Required Field	Enter the total amount—must equal the Amount Total.
Submitter *****Required Field	Select the Sign button to open the signature control dialog box. • 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.
Submitter's Comments	Enter optional comments for the approvers or Purchasing department.
Submit	Click submit to start the approval workflow.

Appendix B: Amendment Form Field Definitions

Field	Description/Action
Contract Status *Required Field	**New Contract**: A new enforceable contract entered into between two or more parties with agreed upon obligations. See Appendix A. **Amendment**: A contract amendment is an alteration to the original contract – whether it is an addition, deletion, correction, or modification.
Original Contract Instance ID *Required Field	Enter the unique Original Contract Instance ID number to retrieve data from the original contract to prepopulate the grey form fields. The Instance ID can be located in multiple areas: 1. Laserfiche: Follow the directions on *Track Your Submission* section. Search for the original submission by vendor name. The Instance ID number can be found in the Instance column before the vendor name. 2. Galaxy: Click Purchasing System > View Purchasing > View Contracts. Search by vendor name or contract number. Click Notes to find the Instance ID in the External Notes section. 3. Contracts submitted prior to March 2019 will be not have an Instance ID number. Please reach out to Purchasing for assistance.
Contract Number	The corresponding contract number will automatically prepopulate in this field.

Amendment Number *Required Field	• Enter the amendment number. Contracts may undergo multiple amendments, number each amendment to track all amendments to a contract. • The number of amendments and corresponding Contract Instance ID numbers can be found in Galaxy: Click Purchasing System > View Purchasing > View Contracts. Search by vendor name or contract number. Click Notes and view the External Notes.
Amendment Reason *Required Field	Select the reason(s) for the alteration to the contract: **Cost Update:** There is cost increase or decrease. **Scope Change:** There is a change in the scope of work. **Term Modification:** There is a change to the start or end date.
Amendment Reason Description *Required Field	Enter a reason description or summary of the amendment. The information in this field is reviewed and consolidated for the Board of Trustees. Please follow these guidelines: • 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
Original Contract Type	The original contract type will automatically prepopulate from the Original Contract Instance ID field.

Amended Contract *Required Field	Select the Upload button to add the contract amendment agreement. Example: Contract Amendment Template on the [Purchasing webpage]().
Supporting Document	Select the Upload button to add additional supporting documents.
Originating Department	The Originating Department will automatically prepopulate from the Original Contract Instance ID field. The Originating Department initiates the approval workflow. • Generally, the Originating Department determined the need for such a contract and is responsible for executing the agreed upon contract obligations.
College Point-of-Contact	The original College Point-of-Contact will automatically prepopulate from the Original Contract Instance ID field.
Provider/Contractor	The original Provider/Contractor will automatically prepopulate from the Original Contract Instance ID field.
Account String *Required Field	• This field will appear when "Cost Update" is selected. • Enter the account string number to charge. Multiple account strings may be added. Account Number Format is: 00-000-0000-0-0000-0000-0000.
Amount *Required Field	• This field will appear when "Cost Update" is selected. • Enter the amended cost or revenue amount based on the agreed upon obligation in the contract.
Amount Total	• This field will appear when "Cost Update" is selected. • The Amount Total will automatically prepopulate the sum of the total account number and amount lines.

Total Amendment Amount *Required Field	• This field will appear when "Cost Update" is selected. • Enter Amount Total in this field.
New Contract Total Amount	• This field will appear when "Cost Update" is selected. • The new contract total amount is a sum total of the original contract and all amendments. The amount will automatically prepopulate.
Original Term Beginning	• This field will appear when "Term Modification" is selected. • The original term beginning date will automatically prepopulate.
Original Term Ending	• This field will appear when "Term Modification" is selected. • The original term ending date will automatically prepopulate.
New Term Starting *Required Field	• This field will appear when "Term Modification" is selected. • Select the new beginning date. If there is no modification to the beginning date, select the original term beginning date.
New Term Ending *Required Field	• This field will appear when "Term Modification" is selected. • Select the new ending date. If there is no modification to the ending date, select the original term ending date.

Submitter *Required Field	Select the Sign button to open the signature control dialog box. • 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 your signature. • The Draw options allows you to write your name using the mouse in the box provided. Once you have entered your name select the Sign button to save your signature.
Submitter's Comments	Enter optional comments for the approvers or Purchasing department.
Submit	Click submit to start the approval workflow.