

FHDACC District Business Services – Contracts / Agreements for Services

Contracts / Agreements for Services less than \$5,000	Contracts / Agreements for Services \$5,000 - \$19,999	Contracts / Agreements for Services \$20,000 - \$88,299	Contracts / Agreements for Services above \$88,300 threshold requirement for formal bidding or selection process*
<ul style="list-style-type: none"> • Can be completed by the college campus • <i>Originator</i> is responsible for keeping contract on file • See Purchasing Authority Grid to verify signature authority • See Purchasing & Payment Grid for payment options 	<ul style="list-style-type: none"> • Can be completed by the college campus • <i>Originator</i> is responsible for keeping contract on file • See Purchasing Authority Grid to verify signature authority • See Purchasing & Payment Grid for payment options • Attach a completed Contract Routing Sheet to the contract 	<ul style="list-style-type: none"> • Must attach a completed Contract Routing Sheet to the contract • Send to Business Services, Attn: Executive Assistant • The contract is reviewed and signed by the VC of Business Services and placed on the Board Agenda, Ratification of Contracts • Once the contract is ratified, the original contract is sent back to the <i>Originator</i>. • The <i>Originator</i> is responsible for keeping the contract on file! • A <u>copy</u> of the contract is also kept on file in Business Services 	<ul style="list-style-type: none"> • Must attach a completed Contract Routing Sheet to the contract • Send to Business Services, Attn: Executive Assistant • The contract is reviewed by the VC of Business Services • The contract then needs to be placed on BOT Agenda as a separate item (Contact your President’s Office) • Once the contract is Board Approved, the VC of Business Services will sign it. The original contract is sent back to the <i>Originator</i>. • The <i>Originator</i> is responsible for keeping the contract on file! • A <u>copy</u> of the contract is also kept on file in Business Services

- **Contract Types:** Independent Contractor Agreements, Letters of Agreements, Contract for Services, Internships, Amendments, Fee Increases, Renewals (for any of the above)
- [Contract Routing Sheet](#) (PDF)
- Check the [Board of Trustees \(BOT\) Calendar](#) for the next meeting. [What is the deadline for BOT agenda materials?](#)
- Other miscellaneous items to make note of:
 - Measure C service contracts usually do not go to the Board through Business Services, but are signed by Vice Chancellor of Business Services and returned to the originator.
- Questions? Contact Business Services at 650-949-6202.

*Effective January 1, 2017, the bid threshold for materials, goods, and services is \$88,300.