

**Foothill-De Anza Community College District Business Services – Contracts / Agreements for Services (Non-Bond)**

**Provided the contract is in order, please allow at least two weeks for processing/filing.**

<p align="center"><b>Contracts / Agreements for Services less than \$5,000</b></p>	<p align="center"><b>Contracts / Agreements for Services \$5,000 – \$19,999</b></p>	<p align="center"><b>Contracts / Agreements for Services Requires Board Ratification \$20,000 – \$96,699</b></p>	<p align="center"><b>Contracts / Agreements for Services Requires Board Approval and/or formal bidding or selection process* \$96,700+</b></p>
<ul style="list-style-type: none"> <li>• Can be completed by the college campus</li> <li>• <i>Originator</i> is responsible for keeping contract on file</li> <li>• See <a href="#">Delegation of Authority</a> to verify signature authority</li> <li>• See <a href="#">Purchasing &amp; Payment Grid</a> for payment options</li> </ul>	<ul style="list-style-type: none"> <li>• Can be completed by the college campus</li> <li>• <i>Originator</i> is responsible for keeping contract on file</li> <li>• See <a href="#">Delegation of Authority</a> to verify signature authority</li> <li>• See <a href="#">Purchasing &amp; Payment Grid</a> for payment options</li> <li>• Attach a completed <a href="#">Contract Routing Sheet</a> to the contract</li> </ul>	<p>Must attach a completed <a href="#">Contract Routing Sheet</a> and obtain the following signatures on the contract routing sheet:</p> <ol style="list-style-type: none"> <li>1. Originator</li> <li>2. Supervisor/Administrator</li> <li>3. Campus VP/VC of HR or VC of ETS/Exec. Dir. of Facilities &amp; Operations (whomever is applicable for your area)</li> </ol> <p>Next forward to the following people:</p> <ul style="list-style-type: none"> <li>• If at <b>Foothill College</b> – (Danmin Deng/Bret Watson) VP, Finance &amp; Admin Services Office, who will route to (Carla Maitland) in Business Services</li> <li>• If at <b>De Anza College</b> – (Pippa Gibson/Pam Grey) VP, Administrative Services Office, who will route to (Carla Maitland) in Business Services</li> <li>• If at <b>District</b> –Business Services Office (Carla Maitland) who will prepare and route to VC, Business Services (Susan Cheu)</li> <li>• 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>.</li> <li>• <b>The <i>Originator</i> is responsible for keeping the contract on file!</b></li> <li>• A <u>copy</u> of the contract is also kept on file in Business Services.</li> </ul>	<p>Must attach a completed <a href="#">Contract Routing Sheet</a> and obtain the following signatures on the contract routing sheet:</p> <ol style="list-style-type: none"> <li>1. Originator</li> <li>2. Supervisor/Administrator</li> <li>3. Campus VP/VC of HR or VC of ETS/Exec. Dir. of Facilities &amp; Operations (whomever is applicable for your area)</li> </ol> <p>Next forward to the following people:</p> <ul style="list-style-type: none"> <li>• The contract is reviewed by the VC of Business Services</li> <li>• The contract then needs to be placed on BOT Agenda as a separate item (by the campus VP Assistants)</li> <li>• 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>.</li> <li>• <b>The <i>Originator</i> is responsible for keeping the contract on file!</b></li> <li>• A <u>copy</u> of the contract is also kept on file in Business Services.</li> </ul>

- **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?](#)
- Questions? Contact Business Services at maitlandcarla@fhda.edu.

\*Effective January 1, 2021, the bid threshold for materials, goods, and services is \$96,700.