



# COLLEGE of CENTRAL FLORIDA

## ADMINISTRATIVE PROCEDURE

**Title: Contracts – General Procedures**

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**Implementing Procedure for Policy 5.12**

**Date Approved: 10/26/00**

**Division: Administration and Finance**

1. All contracts and agreements are to be processed for Board approval. The Chief Finance Officer (CFO) coordinates the approval process and the procedure for tracking contracts. Part of the procedure includes notification of the contract administrator that a contract will expire so renegotiations can start in a timely fashion.
2. New contracts and contracts with substantive changes in language, terms, and conditions require review by College administrators and by the board attorney. Contracts with substantive changes include those where the scope of work or activities are changed. Existing contracts which were not previously reviewed by the College's attorney or which do not contain the "standard clauses" will be considered as substantive change contracts. New contracts and contracts with substantive changes must be discussed with the appropriate College administrators before negotiations with other parties. (Appropriate administrators include affected vice presidents and the president.)
  - a. Contract review steps:
    - (1) Contract proposed by area administrator, approved for negotiation by area vice president and president.
    - (2) Negotiation between contract administrator or the other designated College staff and other party(ies) to the contract.
    - (3) Reviewed by area vice president — must be to vice president four (4) weeks before the agenda is due to facilitate review.
    - (4) Reviewed by CFO, forwarded to board attorney for review and comments — must be to vice president three (3) weeks before board agenda is due
    - (5) Returned from attorney one (1) week before agenda item is due.
    - (6) If necessary, modified in discussion with other party after consultation between contract administrator, area vice president, and CFO.
    - (7) Final draft to CFO on Friday before agenda item is due.
    - (8) Board agenda
    - (9) Board approval
    - (10) Board chair or president (as required by contract/agreement and approved by District Board of Trustees) signs
    - (11) Official copy filed in Business Office.
3. Renewal of contracts without substantive changes requires administrative review only. If the change only extends an existing contract or amends a budget to include increased costs for salaries or materials, this type of change would be considered without substantive revision.
  - a. Contract review steps:
    - (1) Contract renewal proposed and approved.
    - (2) Negotiation of changes (money, etc.) by contract administrator.
    - (3) Reviewed by area vice president — to vice president two (2) weeks before agenda due.
    - (4) Reviewed by CFO and agenda item prepared — to vice president one (1) week before agenda is due.
    - (5) Board agenda
    - (6) Board approval
    - (7) Board chair signs
    - (8) Official copy filed in Business Office.

4. Timelines will be developed for the review processes for each contract.
  - A checklist is used to describe the steps, set timelines and due dates, and track the contracts through the process.
  - A copy of the checklist will be sent to the contract administrator when the CFO is notified the negotiation for a new contract or renegotiations of an existing contract is beginning.
5. Contract Processing Responsibilities
  - a. Division/Department Contract Administrator
    - Will include the standard contract provisions as developed by the board attorney, when writing an agreement with any institution or agency. A copy of those provisions is attached.
    - Will submit two original copies of the contract to the Office of Administration and Finance for review and processing.
    - Will be responsible for notifying and/or working with the agency to incorporate into the contract any necessary or required change.
    - Will allow sufficient preparation time, as a contract must be ready for board action two weeks prior to the next regularly scheduled monthly board meeting.
    - Will include notification of the contract administrator that a contract will expire so renegotiations can start in a timely fashion.
  - b. Office of Administration and Finance
    - Sends checklist for contract to the contract administrator.
    - Administers the procedure for tracking the contracts through the process.
    - Sends a copy of the contract to the board attorney for review. The board attorney will review and then notify the Office of Administration and Finance if the contract needs to be revised to include or delete any clauses or is ready for board action. A contract will not be submitted to the board for action until the board attorney determines the contract is ready for approval.
    - Presents the contract(s) as board agenda items.
    - Following the board's approval, the Office of Administration and Finance will:
      - Secure signatures from the appropriate persons and distribute copies to affected departments, following the board's approval.
      - File the official copy of the contract in the Business Office.

[See Procurement (Policy No. 5.12), Signatures (Policy No. 3.13), and Administrative Procedure for Procurement.)]

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Vice President, Administration and Finance

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Date

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Approved by President

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Date