



WEST VALLEY WATER DISTRICT
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**POLICY REVIEW AND OVERSIGHT
COMMITTEE MEETING AGENDA**

TUESDAY, MAY 25TH, 2021 - 6:00 PM

NOTICE IS HEREBY GIVEN that West Valley Water District has called a meeting of the Policy Review and Oversight Committee to meet in the Administrative Conference Room, 855 W. Base Line Road, Rialto, CA 92376.

Teleconference Notice: In an effort to prevent the spread of COVID-19 (Coronavirus), and in accordance with the Governor's Executive Order N-29-20 and the order of the County of San Bernardino dated March 17, 2020, there will be no public location for attending this Committee Meeting in person. Members of the public may listen and provide public comment via telephone by calling the following number and access code: Dial: (888) 475-4499, Access Code: 840-293-7790 or you may join the meeting using Zoom by clicking this link: <https://us02web.zoom.us/j/8402937790>. Public comment may also be submitted via email to administration@wvwd.org. If you require additional assistance, please contact the Executive Assistant at administration@wvwd.org.

BOARD OF DIRECTORS

Director Greg Young (Chair)

Director Dr. Michael Taylor

- 1. CONVENE MEETING**
- 2. PUBLIC PARTICIPATION**

The public may address the Board on matters within its jurisdiction. Speakers are requested to keep their comments to no more than three (3) minutes. However, the Board of Directors is prohibited by State Law to take action on items not included on the printed agenda.

- 3. DISCUSSION ITEMS**

A. General Updates to Policy Review & Oversight Committee

B. Contract Management Policy

4. ADJOURN

DECLARATION OF POSTING:

I declare under penalty of perjury, that I am employed by the West Valley Water District and posted the foregoing Policy Review and Oversight Committee Agenda at the District Offices on May 19th, 2021.



Maisha Mesa, Executive Assistant

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APPROVAL DATE	FINANCE POLICIES	POLICY NO.
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SECTION I: PURPOSE

The purpose of this contracts management policy is to establish efficient and effective practices for all staff at the District to follow during the contract cycle to ensure the successful execution and implementation of contracts that will provide needed goods and services for District operations. The contract cycle consists of the purchasing process, contract award, contract term preparation, contract processing, notice to proceed, contract monitoring, and contract modification.

SECTION 2: GENERAL POLICY & OBJECTIVES

District staff must act ethically and honestly when participating in the contracts cycle. Further, District staff must provide clear communication to all internal and external parties which also participate in the contracts cycle for the effective and efficient use of District staff time when executing and monitoring contracts. All District staff is expected to adhere to all other District policies at all times, especially when implementing the provisions of the Contracts Management Policy.

SECTION 3: AUTHORITY

Unless a contract gets approved by the Board it is not a valid contract. The General Manager will have the authority to appoint one or more designees to act on his/her behalf, as required, subject to this policy and to the establishment of proper procedure and controls governing such designees' authority.

SECTION 4: RESPONSIBILITIES

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A. Contracting/Division Manager or designee responsibilities include:

- Ensuring their contracts contain a clear scope of work that defines performance and deliverable requirements.
- Once a contract is executed, immediately communicate with the new contractor and confirm expectations.
 - Verify the obligations of the parties and timelines for performance
- Being familiar with all of the terms and conditions of the agreement
- Managing and documenting on-going and day-to-day contract issues and monitoring the progress of the work performed by a contractor.
- Being the contact and lead for their contract and being responsible for the timely initiation and execution of assigned contracts.
 - For each contract that is executed, participation and approval is required from the Contracting Division staff (see Exhibit A), the Department Head, General Counsel, CFO, and General Manager (as needed, based on delegation of signature authority)

B. The Purchasing Division responsibilities and objectives include:

- Providing physical custody and security over all District contractual documents.
- Ensuring consistent and compliant coordination, tracking and administration of all contract activities.
- Providing guidance and training to District contracting and program managers.

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- Have a back-up protocol to ensure continuity and timeliness of operations during vacations and other leaves, including training of staff.
 - Must actively participate in and support the implementation of the internal controls contained in this policy, and immediately follow up if deviation is suspected, in order to avoid the appearance and existence of fraud, misappropriation of District assets, or of conflicts of interest.
 - Additional responsibilities are stated in the remaining sections within this policy.
- C. The primary responsibilities of the Purchasing Supervisor regarding contracts are:
- Must sign and date the Contract Initiation Form
 - The Purchasing Supervisor must verify that the contract is acceptable to the contractor and that the scope of work and budgets are acceptable.
 - Maintaining appropriate records while overseeing the contract routing process and supervising Purchasing Division staff.
 - Have a back-up protocol to ensure continuity and timeliness of operations during vacations and other leaves, including training of staff.
 - Must actively participate in and support the implementation of the internal controls contained in this policy, and immediately follow up if deviation is suspected, in order to avoid the appearance and existence of fraud, misappropriation of District assets, or of conflicts of interest.
 - Additional responsibilities are stated in the remaining sections within this policy.

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D. The General Manager or designee’s responsibilities include

- Must sign and date the Contract Initiation Form
- Must review reports on monitored activities
- Direct and manage the preparation, designing, implementation, monitoring, and evaluation of internal control policies and procedures
- Have a back-up protocol to ensure continuity and timeliness of operations during vacations and other leaves.
- Must actively participate in and support the implementation of the internal controls contained in this policy, and immediately follow up if deviation is suspected, in order to avoid the appearance and existence of fraud, misappropriation of District assets, or of conflicts of interest.
- Additional responsibilities are stated in the remaining sections within this policy.

SECTION 5: CONFLICTS OF INTEREST

District staff shall carry out any roles, responsibilities and activities related to contract administration in a manner that identifies and avoids real, apparent, or potential conflicts of interest. District staff involved in contract decision making shall report in writing, any real, apparent, or potential conflicts of interest that may come to their attention during any phase of the contract administration cycle.

SECTION 6: WHEN ALLOWED TO CONTRACT

Factors to be considered in determining the need to outsource a function include:

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- Work which has historically been contracted for by the District;
- The contract is for consulting work;
- Expertise and equipment included in the contract is not normally employed or purchased by the District;
- Third party objectivity and credibility are essential to the service provided.
- Day-to-day activities are managed by the contractor; and responsibility/risk is assumed by the contractor.

SECTION 7: PURCHASING PROCESS

Please refer to the District’s Purchasing Policy for more information regarding the procurement cycle, including Purchasing authorization dollar limits, conflicts of interest and internal control implementation, competition requirements, RFP preparation, candidate evaluation, selection criteria and much more.

SECTION 8: CONTRACT AWARD/CONTRACT INITIATION

The Contract/Division Manager should collect and supply the expected cost for the contract and any supporting rationale. Specific costs should be known prior to submitting Contract Initiation Form (CIF) (see exhibit A) to the Purchasing Division.

Once the final contract has been prepared by legal counsel, the Contract Initiation form (CIF) (see Exhibit A) shall be routed for approvals with the contract and any necessary supporting documentation. The CIF must be signed and dated by the Purchasing Supervisor or designee, CFO, Department Head or designee, General Counsel, and General Manager. If the contract exceeds \$25,000, the CIF must also

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be signed by the Board President.

Please note that the Contract Initiation Form states that “By signing this form, you are certifying that this contract packet and its contents meet with your approval.” All signers must ensure that they have examined the contents thoroughly prior to signing the packet.

SECTION 9: EVALUATING CONTRACT RISKS

The Purchasing Division shall identify contracts that require enhanced contract monitoring or the immediate attention of Contracting Division staff.

The Purchasing Division and the Contracting Division must collaborate to evaluate key elements of risk that may occur on a contract. The risk considered shall include the following:

- a. Contract Cost Revisions
- b. Contract Duration Limitations
- c. Transaction and Data Volume
- d. Monitoring and Quality Assurance
- e. Vendor Control Activities and Data Quality
- f. Communication and Customer Service
- g. Complexity of Vendor Operations and Processes
- h. Complexity of Contract Scope or Deliverables
- i. Close Out
- j. Extent of Government Regulations

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- k. Vendor Cooperation with Audits
- l. Potential for Public Disclosure
- m. Vendor Experience and Past Performance
- n. Physical and System Security
- o. Data Security
- p. Business Continuity/Disaster Recovery
- q. Training
- r. Financial Assurance and Credit Worthiness
- s. Fraud, Waste and Abuse
- t. Other

Enhanced Monitoring Reporting – Contract monitoring activities must be documented and reported to the GM or designee on a quarterly basis, which will be coordinated and presented by Contracting Division staff, with support from individual Purchasing Supervisors or designees.

Additionally, for vendors that perform on-going operational work, it shall be the decision of the CFO or designee to obtain a SOC Report from the vendor. SOC stands for “System and Organization Controls”. A SOC Report (System and Organization Controls Report) is a report on Controls at a Service Organization which are relevant to user entities’ internal control over financial reporting.

A SOC 2 report is designed to provide assurances about the effectiveness of controls in place at a service organization that are relevant to the security, availability, or processing integrity of the system used to process clients’ information, or the confidentiality or privacy of that information.

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Companies that use cloud service providers, for example, use SOC 2 reports to assess and address the risks associated with third party technology services. These reports are issued by independent third-party auditors.

SECTION 10: CONTRACT PROCESSING

A contract routing package/folder is prepared by Purchasing Division staff. A draft contract is prepared by a contacting Department Head or designee, typically using a boiler plate template developed in conjunction with the District's legal Counsel.

- A copy of the District agenda item is included with the routing package (as needed).
- A memorandum or email is prepared to transmit the draft contract package to the Purchasing Supervisor. The memo/email should include relevant information about the contract and any necessary instructions and deadline requirements for the review of the package/folder.
- The Purchasing Supervisor must verify that the contract is acceptable to the contractor and that the scope of work and budgets are acceptable to both parties prior to Purchasing Division staff routing the final contract package. An electronic copy of the draft contract will be provided to the Contact/Division Manager to assist with any negotiations.
- At the time that the final contract package is prepared, the Purchasing Division staff shall determine if any information has not been received. It is the responsibility of the Purchasing Supervisor (with the assistance of Purchasing Division staff) to ensure that all documents, budgets, etc. have been included.

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A. SUBCONTRACTOR TERMS

The District requires the review and confirmation of subcontracts as part of its routine contracting practices. Contracting Division staff will maintain provisions for the review of subcontracts and will assign staff to manage and monitor this process.

This review is limited to confirming that the subcontract is consistent with the District prime contract requirements

The following steps are taken in the successful review and approval of subcontracts:

1. The Purchasing Supervisor is responsible for ensuring that contractors provide the District with a copy of every subcontract agreement. Subcontracts should be submitted to the District in a timely manner for review and written approval prior to execution by the contractor and the subcontractor.
2. Each subcontract must be consistent with the terms of the prime contract between the District and the contractor and include provisions that require subcontractor compliance with District rules as specified.
3. Each subcontract should include a scope of work, task and expense budgets, and a work schedule that are consistent with the prime contract between the District and the contractor. It is important to make the contractor aware that the terms of the District's prime contract with the contractor take precedence over all subcontracts.
4. The Purchasing Supervisor or designee should contact the contractor in the early stages of the project to clarify the District subcontract requirements and should review each subcontract for compliance with all portions of the

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District's contract.

5. If there are any deficiencies in the subcontract, Purchasing Supervisor or designee shall draft a letter to the contractor detailing these deficiencies.

B. CONTRACT ROUTING PACKET

The Purchasing Supervisor or designee should provide any additional information and assistance required by Purchasing Division in the final preparation of the contract and associated materials. The Purchasing Supervisor or designee should review the contract and any related materials to ensure the information is correct. The related materials may include:

- a. An information packet,
- b. Two (or more) original District contracts for execution,
- c. A contract initiation form
- d. A coordination memo which transmits the appropriate number of copies of the contract through internal staff reviewers to the GM or Board President for approval and signature, and,
- e. A letter from the District transmitting the copies of the contract to the contractor for signature, and
- f. A copy of the District agenda item (where applicable)

The Purchasing Division is responsible for putting the contract routing package/folder together for the Purchasing Supervisor or designee. The package will include the grant application (if applicable), an executable contract, a CIF, routing memorandum, a transmission letter to the contractor, a copy of the District

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agenda item (if applicable) which includes the deadline for execution of contract and any special conditions, and any other related documentation deemed necessary by the Purchasing Division.

C. ROUTING CHECKLIST

Final contract packets are routed through the following: Purchasing Supervisor or designee, Legal Counsel, CFO, the GM and Board President (where needed). Once the routing is complete and approved, the packet is returned to Purchasing Division for distribution, scanning and system updates.

Purchasing Supervisor or designees

When routing a contract or amendment for approvals at the District, the Purchasing Supervisor or designee should ensure the following criteria (at a minimum) have been met.

- Transmission letter and memorandum review:
 - Verify documents properly addressed and dated
 - Verify contract/grant numbers
 - Verify letter is from proper Department Head
- Contract Initiation Form
 - Verify start and end dates are correct
 - Verify contract numbers
 - Verify budgets
- Contract/Grant Documents
 - Verify contract numbering

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- Verify Contractor names
- Verify any Task and Expense Budgets
- Verify standard provisions - included but not limited to:
 - Termination clauses
 - Contact information
 - Scope of work
 - Reporting requirements
 - Deliverable requirements (*including number required*)
- Verify sufficient time is given for reports and deliverables
- Verify appropriate number of copies
- Signatories and titles accurate

CFO Review

When routing a contract or amendment for approvals at the District, the CFO shall ensure the following criteria (at a minimum) have been met:

- Contract Initiation Form
 - Verify start and end dates are correct
 - Verify contract numbers
 - Verify budgets
 - Fiscal Year

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- Receivable contract relationships (where applicable)
- Contract/Grant Documents
 - Payment Terms
 - Task and Expense Budgets reviewed and calculated
 - Terms for Travel and other Expenses
 - Whether SOC reports shall be obtained from the Vendor

District Legal Counsel

When routing a contract or amendment for approvals at the District, the contract attorney should ensure the following criteria have been met

- Contract/Grant Documents
 - Accurate contract numbering
 - Party/Contractor names verified
 - Terms and Conditions
 - Standard provisions are included and properly referenced –contact information for both parties, review for:
 - Termination clauses
 - Ownership (if needed)
 - Severance
 - Force majeure
 - Verification of any required state and federal clauses

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- Signatories and titles accurate

Executive Management

The GM and/or Board President when applicable are encouraged to thoroughly review each contract or amendment that is presented for review and execution. It is expected that the executive reviewer will rely considerably upon the certification and signatures of subordinate staff as guidance to the acceptability of the contract or amendment.

D. CIRCULATING CONTRACT FOR SIGNATURES

1. After the contract originals are sent to the contractor for signature, the Purchasing Supervisor or designee may follow-up by contacting the contractor to ensure that the contractor signs and dates all copies of the contract.
2. After the contractor has executed (signed and dated) and returned the original contracts to Purchasing Division or the Contracting Division, the documents are routed to the GM for final execution by the District. Upon execution, one executed original will be returned to the contractor.

E. DISTRICT STAFF RESPONSIBILITIES BEFORE DISTRICT BOARD MEETING

- After the contract originals are sent to the contractor for signature, the Purchasing Supervisor or designee may follow-up by contacting the contractor to ensure that the contractor signs and dates all copies of the contract and provides evidence of local matching funds, if not already

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provided. Where applicable, the contractor must execute the contract originals and provide sufficient evidence of local matching funds (if applicable) before the deadline specified at District approval of the application.

- After the contractor has executed (signed and dated) and returned the original contracts to the Purchasing Division, the documents are routed to the GM or the Board President for final execution by the District. For all District initiated contracts, the District will sign last. Upon execution, one executed original will be returned to the contractor.

F. DISTRICT APPROVAL

Where applicable, if the contract is not executed prior to any District affirmed deadline, the contractor must request and receive a District approved extension to the deadline, or the contract cannot be executed.

Approved packets require certification and signature on the routing sheet and the contract initiation form. The packet should then be delivered to the next reviewer as indicated on the routing sheet on the cover of the folder. This applies to all contract reviewers.

G. REQUESTING BUDGET AMENDMENT WITH DISTRICT APPROVAL OF CONTRACT

All budgets must be approved during the annual Budget process or through mid-year budget requests made by the CFO. If the completion of a contract requires a budget amendment, then the Purchasing Supervisor, Contracting Division

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Manager or designee must follow the mid-year budget request process outlined in the Budget policy.

H. EXECUTING THE CONTRACT

The following steps are taken in the preparation, routing, and execution of a contract amendment:

1. A contract amendment request can be initiated by the Purchasing Supervisor or designee or by the District's contractor. If a formal contract amendment is required, the Purchasing Supervisor or designee should require that the contractor submit a written request (or written acknowledgement if initiated by the District) for the amendment, with justification for the proposed revision. The Purchasing Supervisor or designee should review the revised budget or schedule and justification to ensure that the revisions are necessary and will still allow the approved contract scope of work to be performed.
2. If the requested revisions from the contractor are not satisfactory, the Purchasing Supervisor or designee should notify the contractor in writing and identify any problems or deficiencies.
3. Once a satisfactory request is provided to the District, the Purchasing Supervisor or designee should deliver the written request for the amendment to Contracting Division along with any other relevant documentation to support the request. The Purchasing Supervisor or designee should be prepared to provide additional information to assist with final preparation of the contract amendment as needed by Contracting Division staff.
4. Once a draft amendment is completed by Purchasing Division staff or by the Purchasing Supervisor or designee, the Purchasing Supervisor or designee

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should review the amendment (routing package) to ensure the information is correct. The materials will include two (or more if multiple contractors/signatories) original District contract amendment copies for execution, a contract initiation form and a coordination memo outlining the changes that are being requested. The packet will be routed through the Purchasing Supervisor or designee, CFO, Legal, GM, and Board (as needed) for approval and signature. A letter transmitting the copies of the amendment to the contractor for signature is also included.

5. After the GM or Board has approved the contract amendment package, Contract Division staff will provide the Purchasing Supervisor or designee with a copy of the memo, transmittal letter and amendment. Once the amendment has been fully executed, the following distribution will be followed:
 - Original contract amendment and copy of contract initiation form goes to official file (fireproof cabinet)
 - Copy of amendment and all other routing package information goes to the official contract working files
 - Notification of the amendment to the Purchasing Supervisor or designee
 - Original contract initiation form routed to Contracting Division staff. An electronic copy of the executed amendment package is placed in the Contract tracking system, if applicable.

I. RECORDING/SAFE-KEEPING OF THE CONTRACT

A hard copy of the executed contract and a copy of the Contract Initiation Form should be filed in the Contract Working Files that are maintained by Purchasing Division. The executed contract with original signatures shall be filed in the Official Contract File which is located in fire-proof, lockable cabinets. Copies of the

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transmittal letter, and executed contracts are scanned and maintained in the contract management/tracking system. The Purchasing Supervisor or designee is notified of the execution and the original CIF is provided to Contracting Division staff for their records. Unless a contract gets approved by the Board it is not a valid contract

* Please note that in some instances, contracts with the Federal Government are executed with electronic signatures.

In those instances, a hard copy of the award document and any associated correspondence will be included in the Contract Working Files and the Official Contract File.

After the contract has been executed and distributed, the contract tracking system is updated with agreement details. Further, the Purchasing Supervisor or designee must provide agreement expiration dates to the A/P division and Purchasing Agent to ensure that payments do not get made on expired agreements.

SECTION 11: CONTRACT AND VENDOR MONITORING

Please note that Memorandums of Understanding are exclusively reserved for consideration and execution by the Board. Unless- such a contract gets approved by the Board it is not a valid contract.

- A. For contracts with a value that exceeds \$1 million, regular reporting must be provided to the Board that includes information on:
 - a. Compliance with financial provisions and delivery schedules under the contract;
 - b. Corrective action plans required under the contract and the status of any

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active corrective action plan; and

- c. Any liquidated damages assessed or collected under the contract.
- B. For contracts with a value that exceeds \$5 million, the Purchasing Agent and the Contracting Department Head must:
 - a. Verify in writing that the solicitation and purchasing methods and contractor selection process comply with state law and agency policy; and
 - b. Submit to the Board information on any potential issue that may arise in the solicitation, purchasing, or contractor selection process.

Additionally, for vendors that perform on-going operational work, it shall be the decision of the CFO or designee to obtain a SOC Report from the vendor. If a SOC Report is obtained from the vendor, then a request must be made by the Contracting Division Manager for more up-to-date SOC Reports annually. Please see Section 9 for more information about SOC Reports

SECTION 12: CONTRACT MODIFICATIONS

The General Manager may extend the term of a District agreement so long as the Contract has not expired and there are no other material changes to the agreement, such as scope of work, consideration, method of payment, insurance, and indemnity requirements. This provision applies to time extensions only. Unless a contract gets approved by the Board it is not a valid contract.

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SECTION 13: PAYMENT HOLDS

1. If an invoice is received while a contract amendment is pending execution, the contractor shall be notified by the Contracting Division that the payment will be denied. The contractor will need to re-submit the invoice after the approval of the contract amendment.
2. If an invoice is received where approval of a subcontractor agreement or internal budget memorandum are pending, the payment can be placed "on hold" for up to eight calendar days. If the agreement and/or memorandum are not approved by the District within the 8 days, the District shall deduct any expenses associated with the budget memorandum and/or affected subcontractor and will pay the remaining balance.

SECTION 14: RETENTION PAYABLE

The Purchasing Supervisor or designee should verify that their contract status is changed to Retainage Pending, as appropriate. The Contracting Division's staff shall initiate the retention payment as appropriate by completing a Request for Payment Form as found in the A/P policy (see Exhibit G).

SECTION 15: CONTRACT DELIVERABLES

Some District contracts have deliverables in the form of planning, engineering and scientific reports. These contracts require contractors to produce an initial draft report to be followed by a final report. The Purchasing Division has assigned Engineering and/or Operation managers who are responsible for various tasks in the review and approval process of draft reports.

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To ensure that the District gets deliverables of the highest caliber and that each step of the draft report review and approval process is properly handled, the following steps shall be taken in the successful review and approval of draft reports:

- a. The Purchasing Supervisor or designee shall transmit copies of any reviewer comments and prepare a transmission letter to the contractor . It is important that the Purchasing Supervisor or designee review the comments for appropriateness before including them in the attachment. A reminder to the contractor to mail the Final Report to the Purchasing Supervisor or designee will be included in the letter.
- b. The letter transmitting review comments and suggested revisions to the final report will be routed through the Purchasing Supervisor or designee, Department Head, and the GM, if applicable. Copies of each reviewer's actual comments will be attached to the letter as it is being routed for approval and signature. Only the edited comments will be mailed with the review letter and not each individual reviewer's comments (if applicable or in the best interest of the District).
- c. Copies of all draft report related memos and letters are to be given to the Purchasing Supervisor or designee and copies should be filed in the Purchasing Division's contract working files. Purchasing Division staff will place the routing file in a "Final Reports Pending" queue until the Final Report is received
- d. If the Final Report is satisfactory, the Purchasing Supervisor or designee will notify Purchasing Division staff by email. A letter will be prepared for signature by the Department Head and/or GM, to notify the contractor that the Final Report is acceptable and in conformance with the terms of the

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contract. The letter will also note that the contractor may request payment of retainage that may have been held on the contract.

- e. An electronic version of the report shall be supplied by the contractor to the District. Any CDs or other media containing scientific data apart from the Final Report that are submitted to the District by the Contractor will be maintained in binders and made available to District staff as needed.
- f. The Purchasing Supervisor or designee shall verify that the contract status is changed to Retainage Pending, as appropriate.

SECTION 16: CONTRACT CLOSE-OUT

The District Purchasing Division shall retain records of each contract entered into and all solicitation documents related to the contract through the seventh anniversary of the date:

- The contracts are completed or expires; or
- All issues that arise from any litigation claim, negotiation, audit, open records request, administrative review, or other action involving the contract or documents are resolved.

Procedure

1. Purchasing Division staff will obtain from the assigned Contracting Division Manager or designee a written confirmation that the contract is complete and that all deliverables and payment requirements have been satisfactorily completed.

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- 2. All physical file documentation for the contract will be collected for archives and storage and the contract status in the Contract tracking software (if applicable) will be updated to 'complete' status.
- 3. Contract documentation will be retained in accordance with the District's Records Retention Schedule.
- 4. Unless a contract gets approved by the Board it is not a valid contract

CONTRACT INITIATION FORM

TYPE OF CONTRACT

- PSA
- PURCHASE
- LICENSE
- MOU
- LEASE
- EASEMENT
- CONSTRUCTION
- DEED

ROUTING AND APPROVAL

Original Contract/ Agreement Amount: _____ Estimated Start Date: _____
 Current Contract/ Agreement Amount (includes previous supplements): _____
 Proposed Increase: _____ Board Approval Date: _____
 New Contract Total: _____ Estimated Completion Date: _____
 Return Contract to: _____

TIMELINE OF CRITICAL DATES Request for Proposal (RFP)

Release of RFP	
Mandatory Pre-Proposal Meeting	
Deadline for Question Submittal via Planet Bids	
RFP submittal DUE	
Selection Committee Review Period/Interviews	
Award Date	
Submittal Deadline	

REQUESTING DEPARTMENT

Department Name		Room/Building	
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CONTRACT INITIATION FORM

Contact Person		Telephone	
E-Mail Address			

CONTRACTOR INFORMATION

Contractor Name		Telephone	
Contact Person			
Address			
Email Address			

CONTRACTOR DESCRIPTION

Purpose of Contract:			
Requisition Number:	(Required for expenditure contract)		
Is this a "Sole Source" contract?	<input type="radio"/> N/A (contract <\$10k) <input type="radio"/> No <input type="radio"/> Yes If yes, justification must be provided		
Will any data be released as a result of this contract?	<input type="radio"/> No <input type="radio"/> Yes <small>(If yes, appropriate IT approval required in "Contract Routing and Approvals" section below.)</small>		
Will any district information be released as result of the contract?	<input type="radio"/> No <input type="radio"/> Yes		

CONTRACT INITIATION FORM

What other customers are affected by this contract?	
Specify the individual in your department (Contract Monitor) responsible for ensuring receipt of goods/services contracted for under this agreement:	
Frequency of monitoring (quarterly, semi- annually, annually, etc.):	

I certify that I have read the attached contract/agreement and that the requesting department shall comply with all its requirements and have notified any other departments affected by this contract/agreement. I recognize that while the Purchasing Division, Finance Department, IT, or the Office of Legal Counsel may analyze the contract from a legal or policy perspective, it is the requesting department's responsibility to (a) ensure the specifications are sufficient and/or practical for department need; (b) funds are available; (c) monitor compliance, expiration, and payment

Signature	Date

Requesting Department:	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Department Contact/ Contact Monitor	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Date
Approved By:	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> CFO	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Date
Approved By:	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> GM	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Date
Approved By:	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Board President	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Date

CONTRACT ROUTING AND APPROVALS

CONTRACT INITIATION FORM

<i>Type of Contract (Select One)</i>	<i>Routing Sequence</i>	<i>Approvals</i>	<i>Date</i>
<p>A. Standard Contracts and Vendor-Generated Contracts</p> <p><input type="checkbox"/> IT Products (Computer Hardware, Software, IT services, Cloud Environments, etc.)</p> <p><input type="checkbox"/> Services (Banking, Dining, Equipment Maintenance, etc.)</p> <p><input type="checkbox"/> Continuing Education</p> <p><input type="checkbox"/> Dual Service</p> <p><input type="checkbox"/> Facilities Use</p> <p><input type="checkbox"/> Personal, Professional, Consultation Services</p>	<p>1. Purchasing Division</p> <p>2. Legal Counsel (if applicable)</p> <p>3. Finance Department (if applicable)</p> <p>4. IT Department (hardware or Software)</p>	<p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p>
<p>B. Specific Non-Standard Contracts</p> <p><input type="checkbox"/> Partnership</p> <p><input type="checkbox"/> Real Property Lease</p>	<p>1. CFO</p> <p>2. Legal Counsel (if applicable)</p>	<p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p>
<p>C. All other Non-standard Contracts</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>	<p>1. CFO</p> <p>2. IT Department (Hardware or Software)</p>	<p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p>

For Office Use Only: Contract Number _____ Purchase Order Number _____