

Business Operations Series—6000

CONTRACTS FOR SERVICES

Background:

1. In general, Chemeketa Community College enters into three types of contracts: a) contracts for the purchase of goods and standard services; b) contracts for the engagement of employees; and c) contracts for the purchase or provision of personal/professional services.
 - 1.a. For contracts involving the purchase of goods and standard services, see Purchasing and Expenditures Policy and Procedure #6210. Questions may be directed to **procurement services**.
 - 1.b. For questions concerning the engagement of employees, contact **human resources**.
 - 1.c. Contracts for the purchase or provision of personal/professional services will be handled as outlined below.

Originator:

1. With assistance of the **vice president/chief financial officer or designee and the director of human resources** as needed, ensures that contract is for the purchase or provision of services, that it is not for the purchase of goods, and that it does not establish an employer-employee relationship. Ensures that college's contractor certification process is completed as applicable.
2. Regardless of dollar amount, completes a contract worksheet form providing all information needed to generate a contract including Statement of Work. Submits completed and approved documents to **procurement services**.

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Originator (continued): 2a. For contracts for standard services (excluding Personal Services contracts), with an estimated contract price that exceeds \$250,000, collaboratively works with **procurement services** in the development of a written cost analysis or written non-feasibility determination.

Business Services Department (Procurement Services): 1. Reviews and/or generates contracts between the college and other parties. Develops and reviews standard contract formats and provides technical assistance to departments.

Vice President/Chief Financial Officer or Designee:

1. Reviews contracts for form, legal and operating concerns. Communicates with the originator to resolve questions or concerns.
2. Unless authority is explicitly granted in writing to another college representative, approves and signs contracts, including non-financial agreements.
3. Submits recommendation for award to the **College Board of Education** for all contracts greater than \$150,000, except for contracts awarded:
 - 3.a. through intergovernmental agreements;
 - 3.b. to qualified nonprofit agencies providing opportunities for disabled individuals, or any other nonprofit agencies;
 - 3.c. directly to contractors as a result of cooperative contracts subject to the provisions of ORS 279A.200 through 279A.225, through “piggybacking” opportunities;
 - 3.d. for utilities (including electricity, telephone, garbage, sewer, water, telecommunications, internet service provider, etcetera);
 - 3.e. to **Northwest Innovations, Incorporated;**

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**Vice President/Chief
Financial Officer or
Designee (continued):**

- 3.f. from the expenditure of grant funds in their entirety;
- 3.g. for the purpose of purchasing goods or services for a consortia of colleges or other non-profit entities where the college acts as the facilitating agent;
- 3.h. for rental or lease of space;
- 3.i. for the purpose of maximizing revenue;
- 3.j. through the College Bookstore pursuant to Community College Rules of Procurement and the College Guidelines for Furniture Standards;
- 3.k. for Employee Benefit Plans exempt from the Public Contracting Code;
- 3.l. for “Sole Source” contracts subject to Community College Rules of Procurement, Rule CCR.310.

- 4. Notify **College Board of Education** of Special Procurements and Exemptions from competitive procurement for contracts greater than \$150,000.
- 5. Submits to the College Board of Education, each calendar quarter, any records of cost analysis and findings for contracts for services that exceed \$250,000 (excluding Personal Services), where the cost to the college would be less by performing the work in-house but lacks the personnel and resources to do the work and, therefore, contracts it out.

**Board of Education
(College’s Local
Contract Review Board):**

- 1. Approves contract as appropriate.

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- Business Services
Department
(Procurement Services):**
1. Submits contract to other parties for signatures.
 2. Submits contract to **accounts receivable or payable unit** of Business Services department for account processing.
 3. Retains original contract, except for those signed by authorized delegates, such as Instructional Service Agreements and Agreements for Presentations, which are retained by the **accounts receivable or payable unit** of Business Services Department.
 4. Informs originator of status of contract, except for those retained by the **accounts receivable or payable unit** of Business Services Department.

June 25, 1985
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June 10, 1998;
February 9, 2005 (Effective March 1, 2005);
June 7, 2006
Revised

June 24, 2011; February 26, 2015
Revised by College Executive Administration