

STANDARD SERVICES CONTRACTS

Contracts are required when working with a vendor who provides services to the colleges or the District. A standard services contract must be completed and signed by the vendor and the Executive Vice Chancellor prior to the vendor commencing work.

THE STANDARD SERVICES CONTRACT PROCESS

Standard Services Contract. Before the vendor provides services, complete a Standard Services Contract including Exhibit A available on the *District Downloads*. Obtain both the vendor's and the SMCCCD Executive Vice Chancellor's signatures on the contract¹.

W-9 Form. New vendors must complete a "W-9: Request for Taxpayer Identification Number and Certification" form with their Employer Identification Number (EIN) and signature.

Insurance. A "Certificate of Insurance" must be filed with the Executive Vice Chancellor's Office *prior to the commencement of work* (unless a written waiver has been granted by the Executive Vice Chancellor).

Requisition. Complete an online Banner Requisition and forward all backup documents (e.g. fully executed service contract, certificate of insurance, W-9 form, quotes as required) to Purchasing.

Purchase Order. District Buyer reviews the approved Requisition and, if the information is accurate and the necessary documentation has been received, completes an online Purchase Order. Once approved, the Purchase Order is forwarded to the vendor.

Services Performed/Payment Issued. Vendor completes services (or completes one of the milestones as defined in Exhibit A) and forwards an invoice. Requisitioner reviews, approves and forwards the vendor's invoice to the Accounts Payable Department. A/P processes the invoice, cuts the check and forwards payment to the vendor.

¹ Board approval is required if the services to be performed are in excess of the legal bid limit (with the exception of public contract code agreements which require approval if they exceed \$175,000).