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| <b>Area:</b>      | Fiscal Systems   |
| <b>Subject:</b>   | FS29 – Contract Execution Procedure  |
| <b>Reference:</b> | SCOE BP 3312; 2 CFR Part 225, Appendix A(C)(1)(j); 2 CFR Part 225, Appendix B(32)(b)(8)  |
| <b>Policy:</b>    | To be valid or to constitute an enforceable obligation against the Stanislaus County Office of Education, all contracts must be approved and/or ratified by the Stanislaus County Superintendent of Schools or designee (Education Code 17604) |

**Procedure:**

There are 4 basic types of contracts utilized by Child/Family Services: Head Start funded Delegate Contracts or California Department of Education (CDE) – Child Development Division (CDD) Subcontracts, CDE - Local Agreement for Child Development Services, general or other contracts for services, leases, or goods, and contracts with Independent Contractors. The process of execution is different for each type.

**For Delegate or Subcontractor Contracts, reference Chart A –**

1. Contract is initiated by CFS Data Department staff referencing appropriate allocation report – two originals required
2. Budget approval signature by CFS Data Director and CFS Director of Fiscal Services on signature page in the contract approval box
3. Department approval signature by Director II on signature page in the contract approval box
4. Division approval signature by Executive Director – Child/Family Services on signature page in the contract approval box
5. Returned to CFS Office Supervisor at H Street for logging, copying, and mailing to delegate agency
6. Signed by delegate agency and both originals returned to CFS
7. Logged in by CFS Office Supervisor at H Street
8. Both originals are forwarded to Assistant Superintendent – Business Services for signature
9. Originals returned to CFS Office Supervisor at H Street
10. Logged in by Office Supervisor at H Street
11. Rx # assigned
12. Contract coding in the contract approval box on signature page is verified by CFS Accounting Technician II
13. Copy of front page and signature page are made for appropriate binder
14. One original sent to Purchasing Technician assigned to CFS
15. Second original mailed to delegate agency
16. Final log notes made by Office Supervisor at H Street

**For California Department of Education – Local Agreement for Child Development Services, reference Chart B –**

1. Agreement is received by CFS – should always include two originals
2. CFS Director or Fiscal Services reviews for correctness of terms
3. Agreement is logged in and copied by CFS Office Supervisor at H Street
4. Office Supervisor at H Street completes the contractor box on the contract and federal certification form (if applicable)
5. Contract and Report Approval Form is completed
6. CFS Accounting Technician II completes the coding line on the Contract and Report Approval Form
7. Office Manager at H Street forwards copies of the contracts to the Budget and Special Projects Supervisor
8. A binder is created for new contracts and a copy is inserted
9. Office Supervisor at H Street forwards contract to assigned Budget Manager (except for those managed by Executive Director) for approval and return
10. Upon return, the contract is forwarded to the CFS Fiscal Director for approval and returns it to Office Supervisor at H Street for processing
11. Division approval signature by Executive Director – Child/Family Services on the Contract and Report Approval Form
12. Returned to CFS Office Supervisor at H Street for logging
13. Forwarded to Assistant Superintendent – Business Services for signature
14. Both originals are returned to CFS Office Supervisor at H Street
15. Logged in
16. Copies of signature pages are made for appropriate binder
17. Both originals returned to the state
18. Fully executed copy received back from the state
19. Logged in by CFS Office Supervisor at H Street
20. Original, fully executed contract placed in binder replacing copy
21. E-mail notification of the fully executed contract to the CFS Data Department by CFS Office Supervisor at H Street
22. Final log notes by CFS Office Supervisor at H Street

**For general contracts – reference Chart C**

1. Contract is initiated by CFS staff
2. Department approval signature by Budget Manager on signature page in the contract approval box or the Contract and Report Approval Form
3. Division approval signature by Executive Director – Child/Family Services on signature page in the contract approval box or the Contract and Report Approval Form
4. Contract is forwarded to CFS Office Supervisor at H Street for logging
5. Contract in duplicate is coded in the contract approval box on signature page or the Contract and Report Approval Form by CFs Accounting Technician II
6. Contract is reviewed by CFS Fiscal Director for allowability, allocability and reasonableness
7. Budget approval signature by CFs Fiscal Director on signature page in the contract approval box or on the Contract and Report Approval Form

8. Returned to CFS Office Supervisor at H Street for logging, copying, and mailing to vendor
9. Signed by vendor and returned to CFS
10. Logged in by CFS Office Supervisor at H Street
11. Originals sent to Assistant Superintendent – Business Services for signature
12. Returned to CFS Office Supervisor at H Street
13. Rx # assigned
14. One original is forwarded to Accounting Technician II for logging and forwarding to Purchasing
15. Second original forwarded to vendor to initiate purchasing or service
16. CFS Office Supervisor at H Street retains a copy of the signature page for the appropriate binder
17. Final log notes made by CFS Office Supervisor at H Street

**For Independent Contractor contracts – reference Chart D**

- 1. Contract is initiated by CFS staff – during negotiations with independent contractor, CFS staff person will notify out of state independent contractors of the State of California 7% withholding requirement if the contract is at least \$1,500.**
2. Contract is forwarded to the CFS Office Supervisor at H Street for completeness (e.g. EDD form), logging and copying
3. Contract is coded in the contract approval box on signature page or the Contract and Report Approval Form by CFs Accounting Technician II
4. Department approval signature by Budget Manager on signature page in the contract approval box or the Contract and Report Approval Form
5. Contract is reviewed by CFS Fiscal Director for allowability, allocability and reasonableness
6. Budget approval signature by CFS Fiscal Director on signature page in the contract approval box or on the Contract and Report Approval Form
7. Division approval signature by Executive Director – Child/Family Services on signature page in the contract approval box or the Contract and Report Approval Form
- 8. Returned to CFS Office Supervisor at H Street for logging and mailing to vendor (if the contract is for at least \$1,500 and the independent contractor resides outside of California, a letter is included regarding the withholding requirements), included in the packet is the Code of Ethical Conduct and certification form as per HR20a**
9. Signed by vendor and returned to CFS
10. Logged in by CFS Office Supervisor at H Street
11. Originals sent to Assistant Superintendent – Business Services for signature
12. Returned to CFS Office Supervisor at H Street
13. Rx # assigned
14. CFS Office Supervisor at H Street retains a copy of the signature page for the appropriate binder
15. Original is forwarded to the CFS Accounting Technician II for logging and forwarding to Purchasing
16. Final log notes made by CFS Office Supervisor at H Street

**Supervised by:** CFS Fiscal Director

**Performed by:** SCOE staff

**Forms needed:** Contract and Report Approval Form

**Frequency:** As necessary