

Contract Management

CAL Sec types – brief description for end user training guide

ORIG – Original Contract - New Contract agreement that exceeds \$35,000 (or any amendments). Requires AUD/CAO/BOS approval. New contracts must be added, work flowed for approvals and then pushed to PO. Amendments must be entered, workflowed for approvals, and then pushed to PO for a modification to the encumbered amount.

PO –Purchase Order - New PO Contract that is less than \$35,000 and requires department only approval. After adding, must be pushed to PO for workflow and final approval by Purchasing.

CALSECI – Continuing Agreement Section I - Requires CAO/AUD approval. Amount is loaded from the Continuing Agreements List as approved by the Board into Contract Management and Purchasing. Any changes to the loaded amounts must be processed via a contract amendment, work flowed for approvals and then pushed to PO for a modification to the encumbered amount.

CALSECII – Continuing Agreement Section II - Requires CAO/AUD approval. Amount is loaded from the Continuing Agreements List as approved by the Board into Contract Management and Purchasing. Any changes to the loaded amounts must be processed via a contract amendment, work flowed for approvals, and then pushed to PO for a modification to the encumbered amount. Contract amendments are required to be attached and total amounts are limited to 10% more than the prior year actual expenditures.

CALSECIII – Continuing Agreement Section III - Requires AUD/CAO/BOS approval. Amount is loaded from the Continuing Agreements List as approved by the Board into Contract Management and Purchasing. Any changes to the loaded amounts must be processed via a contract amendment, work flowed for approvals, and then pushed to PO for a modification to the encumbered amount. Contract amendments are required to be attached and it is anticipated as a III require Board approval such as a scope change or include an increase greater than 10%.

CALSECIVNOAM – Continuing Agreement Sect IV No Amendment - Continuing Revenue Agreement that requires CAO/AUD approval. Any changes to the agreement must be processed via a contract amendment and work flowed for approvals. No Change to the contract so no amendment is required.

CALSECIVAMD – Continuous Agreement Sect IV with Amendment - Revenue Agreement that requires CAO/AUD/COB approval. Any changes to the agreement must be processed via a contract amendment and work flowed for approvals. Contract amendments are required to be attached.

WIDGET – New Contract agreement that is based on rates per unit with a total cost estimated to exceed \$35,000 requires AUD/CAO/BOS approval. (This is a new contract type and procedures will be included in the June 2015 Policy and Procedures Manual update)

WIDGETI – Widget I - Continuing Agreement that requires CAO/AUD approval. Amount is loaded from the Continuing Agreements List as approved by the Board into Contract Management and Purchasing.

Any changes to the loaded amounts must be processed via a contract amendment, work flowed for approvals, and then pushed to PO for a modification to the encumbered amount. Contract amendments are required to be attached and total estimated amounts are limited to 10% more than the prior year agreement. (This is a new contract type and procedures will be included in the June 2015 Policy and Procedures Manual update) (NOTE: 10% is still under discussion and to be defined)

WIDGETII– Widget II - Continuing Agreement that requires AUD/CAO/BOS approval. Amount is loaded from the Continuing Agreements List as approved by the Board into Contract Management and Purchasing. Any changes to the loaded amounts must be processed via a contract amendment, work flowed for approvals, and then pushed to PO for a modification to the encumbered amount. Contract amendments are required to be attached and it is anticipated as a III require Board approval such as a scope change or include an increase greater than 10%. (This is a new contract type and procedures will be included in the June 2015 Policy and Procedures Manual update)

MICA – - Master Agreement for services established by Purchasing and approved by the Board that requires AUD/CAO/BOS approval. No amount is loaded into the system. Departments can request a Purchase order based on the master agreement for services such as security services and no additional contract is required.