

COUNTY OF SANTA CRUZ
INTER-OFFICE CORRESPONDENCE

DATE: November 4, 2015

TO: County Administrative Office and Clerk of the Board Staff

FROM: Christina Mowrey, CAO *CM*
Susan Galloway, CBD *SG*

SUBJECT: CAL Contract Processing Clarifications

This replaces the memo from Clerk of the Board (CBD), dated August 12, 2013

- I. **Section I** contracts (including “widget” Section I contracts)*, are **not** sent to the Clerk of the Board’s Office, but are processed through the CAO’s office and forwarded to the Auditor for Processing.
- II. **Section II** contracts (including “widget” Section II contracts)* are sent to the Clerk of the Board’s (CBD) Office for processing: the Clerk will check the ADM 29 and the contract against the Continuing Agreements List (CAL) approved on the Last Day, the Errata, and/or the Revised Continuing Agreements List authorized by the BOS during budget hearings and finalized version provided by the CAO’s Office. CAO analysts review the contract amounts before sending to CBD to assure they are within the 10 percent margin allowed to remain Section II.
- III. **Section III** contracts (including “widget” Section III contracts)* are sent to CBD and processed in the same manner as Section II/widget contracts and are allowed 2 months payment until Board approval is required. An initial status workflow is approved with the CAL date. The revised contract is taken to the Board and processed as a contract amendment/correction with the new Board approval date noted. An amendment workflow is approved by the CBD once paperwork is received (approved by the Board).

ONESolution Processing

- The CBD can *only* approve contracts in ONESolution after all required hard copy originals (signed documents) for those contracts have been received by CBD. Please remind department staff to refrain from emailing or calling the clerk to approve contracts awaiting approval; CBD staff check the queue multiple times each day.
- The ADM 29 will be certified by the Clerk with the date the CAL was approved by the Board. If the item appears on the Revised Continuing Agreements List, the date of approval will be listed as the date of the Revised CAL.

*Widget contracts may be either Section I, Section II or Section III;
CBD only receives widgets that are Section II or III contracts

- If a contract sent to the CBD is not listed in the CAL, Revised CAL, or Errata, the Clerk will review the comments provided by the Department/CAO's office to modify the Revised CAL spreadsheet and the analyst will provide a brief explanation as approved for the record and the CBD/Auditor. The Board has granted the CAO's office administrative authority to make corrections and deal with clerical omissions.
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NOTE: During this first year of ONESolution implementation, 2015-16 CAL items were approved and sent by the Auditor to Purchasing and now require the Departments to process a status workflow for all CAL items, and upload documentation before making any corrections to the amount using the amendment screen. These amendments are considered **corrections** to the uploaded CAL amount and do not include a separate contract amendment for the original erroneous CAL amounts, including any necessary contract liquidations where funds are no longer needed. No Board approval is required.

cc: Auditor-Controller-Treasurer-Tax Collector