

# Santa Cruz County Contract Management Procedures

## Addendum to Contract Training Manual

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**All Current Year Contract Balances as of 4-30-15 were converted in One Solution as a Purchase order and encumbered to allow for payment. No Contract History will be available in Contract Management. EZOne will allow users to see a full year of financial history for contracts in FY 14-15 or earlier, combining FAMIS and One Solution data.**

### **Continuing Agreements for FY 15-16:**

CAL Section I and II items have been uploaded and encumbered in Purchasing to allow for at least 2/12 payment until the CAL contracts workflow and tasks are completed in Contract Management for each continuing agreement. **See “End User Checklist” for how to process your continuing agreements in the Contracts Module CMUPCM.**

### **To Add New Contract FY 15-16 > \$35,000:**

1. Dept needs services  $\geq$  \$35k.
2. Dept uses Purchasing Dept contract template to create new contract if it follows standard terms and conditions, otherwise a contract will need to be created with County Counsel.
3. Finalize terms of agreement with vendor and gets vendor signature.
4. Add new contract in Contract module. Refer to page 5 of the Contracts End User Guide.
5. Scan and attach contract and required attachments.
6. Dept approves their contract via workflow.
7. Route original documents to County Counsel.
8. County Counsel reviews & approves. (Signs contract)
9. Dept gets documents from County Counsel and delivers to Risk.
10. Risk reviews and approves. (Signs contract).
11. Dept gets documents from Risk and delivers to Auditor. Except HSD, HSA, DPW.
12. Dept delivers to CAO with board letter.
13. CAO analyst receives paper documents.
14. CAO analyst reviews online and approves via workflow, once paper documents are received.
15. CAO analyst prints ADM-29 for inclusion with Board packet.
16. Clerk of the Board reviews paper documents.
17. Contracts requiring board approval are placed on board agenda.
18. Once approved, Dept gets documents from Clerk of the Board for Dept Head signature.
19. Dept returns original documents to Clerk of the Board with signatures complete.
20. Clerk of the Board reviews contract online, enters BOS approval date and approves via workflow.
21. Clerk of the Board prints Contract Workflow report - SCZCM1000 Report (Formerly ADM-29) to include as part of the official record.
22. System notifies contract originator, Auditor, and Purchasing Manager via email that the contract has been approved and is ready to push to PO in the system.
23. Purchasing manager pushes contract to PO in the system.
24. In the Purchasing Module POUPPM, once the Purchasing Manager has approved and printed the PR, the funds will be encumbered.

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### Add New Purchase Order Contract < \$35,000:

1. Dept needs services < \$35k.
2. If Services meet standard terms and conditions provided by Purchasing no contract is required just a scope of work is required to attach to the purchase order and item is only entered into the Purchasing Module.
3. If terms and conditions are not standard but included in an online template Dept uses Purchasing Dept contract template to create a contract for services. Anything substandard needs to be reviewed and negotiated with County Counsel before the vendor signs the contract.
4. Finalize terms of agreement with vendor and gets vendor signature as needed.
5. Add new contract in Contract module. Use PO type.
6. Scan and attach contract and required attachments as needed.
6. Dept approves their contract via workflow.
7. Route original documents to County Counsel as needed.
8. County Counsel reviews & approves as needed. (Signs contract)
9. Dept gets documents from County Counsel and delivers to Risk.
10. Risk reviews and approves. (Signs contract.)
11. Dept retrieves documents from Risk.
12. Dept delivers original documents to Purchasing.
13. Upon approval of the PO Contract in CMUPCM, the system will send a notification to the Originator, the Auditor, and the Purchasing Manager.
14. Purchasing Manager pushes contract to PO in the system.
15. (End of Contracts Process. See PO process.)
16. Workflow initiated in Purchasing.
17. Once approved, Purchasing reviews paper documents and signs contract. (see PO process)

### Amend Contract:

1. Dept needs to amend existing agreement.
2. Dept uses Purchasing Dept contract amendment template to create amendment.
3. Finalize terms of agreement with vendor and gets vendor signature.
4. Add amendment to existing contract in Contract module.
5. Scan and attach contract amendment and any required attachments.
6. Dept approves their contract via workflow.
7. If amendment is a continuing agreement, then Dept Head signs amendment before routing original documents.
8. Dept routes original documents to County Counsel.
9. County Counsel reviews & approves. (Signs amendment).
10. Dept gets documents from County Counsel and delivers to Risk.

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11. Risk reviews and approves. (Signs amendment).
12. Dept gets documents from Risk and delivers to CAO, with Board letter if necessary.
13. CAO analyst receives paper documents.
14. CAO analyst reviews online and approves via workflow, once paper documents are received.
15. CAO analyst prints ADM-29 if item is going to the Board.
16. Clerk of the Board reviews paper documents.
17. Amendments requiring board approval are placed on board agenda.
18. If approved by the Board, Clerk of the Board enters BOS approval date in system.
19. Dept gets documents from Clerk of the Board for Dept Head signature, unless it's a Sec II
20. If the amendment requires board approval, Dept Head signs amendment.
21. Dept returns original documents to Clerk of the Board.
22. Clerk of the Board reviews amendment online and approves via workflow.
23. Clerk of the Board prints ADM-29 Workflow report SCZCM1000.
24. System notifies amendment Originator, Auditor, and Purchasing Manager via email that the amendment has been approved and is ready to push to PO in the system.
25. Purchasing Manager pushes amendment to PO in the system.
26. In the Purchasing Module POUPPM, once the Purchasing Manager has approved and printed the PR, the funds will be encumbered.

### Renew Contract:

1. Continuing contract agreements are approved via a list by the Board of Supervisors during budget hearings.
2. Dept provides their list to the CAO.
3. CAO compiles continuing agreements list.
4. CAO provides list to the Board for approval in the Supplemental Budget.
5. After board approves, CAO provides the list to the Auditor for upload into Purchasing and Contracts modules.
6. Dept goes to Contract module and initiates workflow for each continuing agreement based on CALSEC Type. (Workflow conditions for each CALSEC Type are listed in the County procedures and included in Attachment 1 of the Contract End User Training Manual.) *See End User Checklists for details.*

If you have questions or problems, first refer to the Contracts Module End User Guide and End User Checklists. If you still cannot resolve the problem, send an e-mail to [AudOneSolution@santacruzcounty.us](mailto:AudOneSolution@santacruzcounty.us).