DFA Administrative Directive: #70-1

Agreement Approval Process

1.0 PURPOSE

The purpose of this Administrative Directive is to document procedures and time frames related to processing campus and auxiliary contracts and agreements for final execution and to ensure adequate time is available for a comprehensive and thoughtful review materials submitted.

2.0 BACKGROUND

The Procurement and Contracts Services office is responsible for providing technical direction, oversight and management of the purchasing and contracting processes. The Procurement and Contracts staff manage many different kinds of contracts requiring approval by the Vice President of Finance and Administration. Among them are Memoranda of Understanding (MOU), Service Agreements, Public Works Agreements, Extra Services Authorizations (ESA), Task Order Service Agreements (TOSA), Project Architect/Engineer Agreement, Job Order Contracts (JOC), and standard agreements.

Thorough review and response, along with timely approval, requires realistic scheduling and careful planning on the part of the agreement originator. This approval process is designed to eliminate hasty and rushed contracting and will help to ensure fully executed agreements are in place prior to the start of the agreement term. This process will also ensure that legal and California State University contracting standards are met. This approval process is critical to protect the fiscal and reputational integrity of the University, including students, faculty and staff directly affected by the agreement.

3.0 OVERVIEW

We encourage early involvement as the contracting process develops. Procurement and Contract Services will partner with a campus representative to help guide the process and advise to help avoid problems. After all agreements have been fully vetted and reviewed, they must be submitted to the office of the Vice President of Finance and Administration no less than fourteen (14) calendar days prior to the date the effective date of the agreement or when the fully executed document is due. Agreement originators must account for the review time outlined in this guideline when initiating new projects or when proposing new contracts or agreements with non-University entities.

4.0 CITATIONS AND LINKS TO APPLICABLE STATE LAW, CSU POLICIES, ETC.

CSU Channel Islands Policy on Procurement, Policy No. FA.60.001 effective 2/28/05
5.0 PROCEDURES

Agreement Routing Form:

- All agreements for review and approval must be accompanied by the CSU Channel Islands Agreement Routing Form attached.

- Prior to routing the agreement or contract for signatures, the originator or contract administrator shall complete the top portion of the routing form, indicating the origin of the agreement and contact information, the type of agreement, the transaction amount, the original agreement number (if circulating an amendment to a prior agreement), a brief summary or purpose, and any special instructions.

Timeframe:

- All requests for review and approval of contracts or agreements, other than basic Purchase Orders or Service Orders, must allow fourteen (14) calendar days for preparation by Procurement and Contract Services.

- All agreements or contracts requiring approval by the Vice President of Finance and Administration must allow an additional fourteen (14) calendar days for review and approval, including Risk Management and any other campus units deemed necessary.

- Vice President for Finance and Administration Approval:
  1. Approval by the VPFA is required on any agreement or contract wherein the transaction amount exceeds $100,000.
  2. Approval by the VPFA is required on all Memoranda of Understanding and Memoranda of Agreement.

6.0 CONTACTS

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<tr>
<th>Department</th>
<th>Name</th>
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Approved: Ysabel Trinidad

Date