

BFA Administrative Directive: #70-1

**Agreement Approval Process**

**1.0 PURPOSE**

The purpose of this Administrative Directive is to document procedures and timeframes 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 of materials submitted.

**2.0 BACKGROUND**

The Procurement and Logistical Services office is responsible for providing technical direction, oversight and management of the purchasing and contracting processes. The Procurement and Logistical staff manage many different kinds of contracts requiring approval by the Vice President of Business and Financial Affairs. 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), placement and other 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, as well as students, faculty and staff directly affected by the agreement.

**3.0 OVERVIEW**

Early involvement of Procurement and Logistical Services is strongly encouraged. Procurement and Logistical Services will partner with the campus representative to guide the process and help avoid contracting and compliance problems. After all agreements have been fully vetted and reviewed, they must be submitted to the office of the Vice President of Business and Financial Affairs no fewer than fourteen (14) calendar days prior to the effective date of the agreement or when the fully executed document is due. Agreement originators must account for this additional review time 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:

 Each agreement routed for review and approval must be accompanied by the CSU Channel Islands Agreement Routing Form.

 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 new, renewed or amended 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 Business and Financial Affairs must allow an additional fourteen (14) calendar days for review and approval, including Risk Management and any other campus units deemed necessary.

 Approval by the Vice President for Business and Financial Affairs:

1. Approval by the VPBFA or designee is required on any agreement or contract wherein the transaction amount exceeds $100,000.

2. Approval by the VPBFA is required on all Memoranda of Understanding and

Memoranda of Agreement.

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| **6.0 CONTACTS** |  | |
| Procurement and Logistical Services  Risk Management  Division of Business and Financial Affairs | Valerie Patscheck, Director Katharine Hullinger, Risk Manager  Pamela Abbott-Mouchou, Executive Asst. | 805 437-8878  805 437-8846  805 437-2098 |
| **7.0** |  |  |
| Approved: Ysabel Trinidad | Date |  |