

Procedure #6230

Contracts for Services

Background:

In general, Chemeketa Community College enters into three types of contracts: Contracts for the purchase of goods and standard services, see Purchasing and Expenditures Policy and Procedure #6210, questions may be directed to **Procurement Services**; Contracts for the engagement of employees, for questions concerning the engagement of employees, contact **Human Resources**; and Contracts for the purchase or provision of personal/professional services which will be handled as outlined below.

Originator:

1. With the assistance of **Procurement Services**, ensures that contract is for the purchase or provision of personal/professional services, that it is not for the purchase of goods, and that it does not establish an employer-employee relationship. Ensures that college's contractor certification process is completed as applicable.
2. Regardless of dollar amount, submits a completed, budget manager approved contract worksheet and a statement of work to **Procurement Services**.

Procurement Services:

1. Develops and reviews standard contract formats utilized by departments with employees who have been granted limited delegated signature authority.
2. Provides technical assistance to **Originator**. Reviews other parties' contracts for form, legality, and operating concerns or generates contracts between the college and other parties. Works with **Human Resources** as needed to ensure that the contract does not establish an employer-employee relationship.

Vice President / Chief Financial Officer or Designee:

1. Is responsible for award of contracts less than \$250,000.
2. Submits recommendation for award to the **College Board of Education** for all personal/professional services contracts greater than \$250,000, except for contracts awarded:
 - 2.a. through intergovernmental agreements;

- 2.b. to qualified nonprofit agencies providing employment opportunities for disabled individuals, or any other nonprofit agencies;
 - 2.c. directly to contractors as a result of cooperative contracts;
 - 2.d. from the expenditure of grant funds in their entirety;
 - 2.e. for the purpose of purchasing services for a consortia of colleges or other non-profit entities where the college acts as the facilitating agent;
 - 2.f. for the purpose of maximizing revenue;
 - 2.g. for Employee Benefit Plans exempt from the Public Contracting Code;
 - 2.h. for "Sole Source" contracts subject to Community College Rules of Procurement, Rule CCR.310.
3. Notify **College Board of Education** of Special Procurements and Exemptions from competitive procurement for personal/professional services contracts greater than \$250,000.
 4. Submits to the **College Board of Education**, each calendar quarter, any records of cost analysis and findings for contracts for services that exceed \$250,000 (excluding Personal Services), where the cost to the college would be less by performing the work in-house but lacks the personnel and resources to do the work and, therefore, contracts it out.

College Board of Education:

Procurement Services:

1. Approves contract as appropriate.
1. Submits contract to all parties for signatures.
 2. Submits contract to the **Accounts Receivable or Accounts Payable** for account processing.
 3. Retains original contract, except for those signed by authorized delegates, such as Instructional Service Agreements and Agreements for Presentations, which are retained by the **Accounts Receivable or Accounts Payable**.
 4. Informs **Originator** of status of contract.

June 25, 1985

Adopted College Council

June 10, 1998; February 9, 2005
(Effective March 1, 2005); June 7, 2006

Revised

June 24, 2011; February 26, 2015, May 15, 2024

Revised by College Executive Administration