Facilities & Construction Department Workflow for Proposal Approval Checklist for Construction Services

Based on Forensic Audit Recommendations; TC 6-3; TC 7-1, TC 7-2, TC 7-3, TC 8-1, TC 8-2, TC 8-3, TC 8-5, TC 8-6, TC 8-7, TC 9-1, FI 8-1

Form#1 - Construction Bid Coordination

Form#2 - Proposal Approval Checklist

Form#3 - Agreement Checklist

Resource#1 - Bidding Threshold Matrix for Construction Services

Resource#2 - Bidding & Procurement Procedures

Resource#3 - Construction Bidding & Procurement training

(1) Procurement Coordination

(2) Proposal Approval Checklist ("PAC")

Proposal Approval Checklist

prepared by PM certifying:

scope of work

term

price

(3) PAC Approval: procurement, engineering & budget

(4) Create Financial Record # (Munis Contract / Requisition)

(5) Contract Approval

If quote < \$45K, PM requests 3

If quote > \$45K,

PM requests bid

Contracts

coordination with

quotes

Form#1

Form#2 **Contracts certifies:**

> license & registration procurement process contract type

Engineering certifies:

Scope of work

Fiscal Coordinator certifies:

budget

Admin creates Munis financial record # and uploads PAC in Munis

financial record # will be used from procurement to closeout If < \$45K, Delegated Authority, followed by Board Ratification

If > \$45K, Board Approval

(6) Contract Issuance

Contracts approves Contract drafts using templates approved by legal counsel

PWC 100, if required

Admin email contract documents to vendor (7) Contract Acceptance

Vendor signs Contract and provides contract requirements including: Certifications

Certificate of Insurance

Bonds

Admin receive and review **Contract Documents**

and prepare Agreement Checklist

(8) Contract Execution

Contracts reviews Agreement and certifies checklist

Contract signed by Delegated Authority

Executed Agreement is filed, a copy is mailed to the vendor with a Notice to Proceed, and a scan is uploaded into Munis

Once contract is executed the financial contract is released

(9) Munis Contract Approval

into workflow for approval

(10) Contract Administration & Closeout

Once a contract is posted in Munis; Invoicing can be processed Board approved change order can be processed

District Staff

PM = District Facilities Project Manager Contracts = Director of Contract Administration Engineering = Engineering Officer

Admin = Contracts Department staff

Delegated Authority = Associate Superintendent, Operations