

If **ANYONE** sends you a contract or agreement requesting your signature, **DO NOT SIGN**, forward it immediately to Contracts at admhscontractsstaff@co.santa-barbara.ca.us.

All requests start with a completed REQUEST FORM submitted via email.

- Step 1.*** Gather all important backup documentation such as: quotes, rates, estimates , emails and/or statements of work that will justify your request

County Purchasing is now requiring that all purchases of goods or services over \$3,000 include a quote summary form. As you are working on requesting goods or services over \$3,000, please be sure to get quotes or otherwise obtain pricing from at least two vendors, and make note of both on the attached form (also available here: <http://sbchome.co.santa-barbara.ca.us/gs/purchasing/forms/documents/QuoteSummaryForm.doc>). Please scan and email this form, along with the completed Contracts Request Form (available in Word Templates on the Contracts tab), to admhscontractsstaff@co.santa-barbara.ca.us for any new or increasing Purchase Orders.

- Step 2.*** Fill out the Request Form
 - The Request Form is located in <G:/Central Files/Contracts/Contracts/Request Form 2014> and the
 - Instructions to fill out the form are located in <G:/Central Files/Contracts/Contract/Contracts Request Form Instructions>
- Step 3.*** Submit the Request Form to your manager for approval and signature

You are only responsible for obtaining your Manager's signature (If you are a manager, please have the person you report to, sign. If an Executive initiates the request, the Managers' signature line can be left blank (but it will still require Fiscal approval, which contracts will do for you)

- Once you have the appropriate signature for your request , go to step 4
- Step 4.*** Forward to Contracts via email at admhscontractsstaff@co.santa-barbara.ca.us. **(Please DO NOT Brown Mail)** or you can leave it in our mailbox in Admin (Bldg.3). We pick up daily.
- Don't forget to include all back up documentation.

Work **cannot** start until a **signed** contract has been received by the supplier or the Minute Order from the Board of Supervisors (Board Contracts). Departments will not be sent a copy of the contract unless requested. You can also check with Contracts for the status of a request and/or the signed contract.

Fiscal does NOT accept any requests for payment prior to any services rendered

COUNTY OF SANTA BARBARA



QUOTE SUMMARY FORM

County Department: _____

Requestors Name: _____

Items or services requested: _____

Quote Information

Vendor Name: _____	Total Price: \$ _____
Vendor Name: _____	Total Price: \$ _____
Vendor Name: _____	Total Price: \$ _____

- Per Federal Small Purchase Procedures (\$3k - \$150k) more than one (1) quote is required

Method of competitive analysis performed (circle one):

Oral Quote Written Quote Price List Internet Search N/A - Sole-Source

Employee Printed Name: _____

Signature: _____

Date: _____

Contracts that Require Purchasing Authority to Issue

Tangible Items

- **Tangible Items:** (Things you can touch and feel ex. tools, machines, equipment)
 - If under 1K, you can submit it directly to Fiscal/Accounting for a one-time payment.
 - If over 1K and/or will require ongoing purchases- Submit to contracts for Purchasing authority to issue a contract
 - If over 25K- it will go to Bid, submit to Contracts and it will be forwarded to Purchasing with Purchasing authority to issue a contract.

Contracts Based on Services

- **Independent Contractors:** - Provides a service, can ship and charge for goods, are experts or recognized professionals and agree to perform the "service" specified in the contract.
 - If under 100K, Submit to Contracts for Purchasing authority to issue a contract
 - If over \$100k (new or on-going increases) Contracts will prepare and forward it to the Board of Supervisors for Approval (Board Contract) to complete the process.

You can use a supplier's estimate, proposal, quote, letter of intent, or other like document.
The Statement of Work (SOW) must contain:

- The expected outcome, described well enough to determine at completion whether it was performed satisfactorily;
 - The pricing structure (per unit, per hour, per deliverable, etc.).
- **A COP:** (Contractor On Payroll) –They differ from an *Independent Contractor* because *COP's* perform work tasks similar to a regular employee, utilizing County work-space, equipment & supervision.
 - If under 25K, Submit to Contracts for Purchasing authority to issue a contract
 - If over 25K, Submit to Contracts and it will be prepared and forwarded to the Board of Supervisors for Approval (Board Contract)

Must include

- A description of duties in sufficient detail to evaluate performance; (including duty schedule)
- All compensation details, including: earnings codes and how they are to be used;
- Paid leave accrual rates and pay-out/use-lose arrangements;
- Any additional benefits negotiated with Contractor (such as disability, health or death benefits, vacation, paid time off, professional membership dues, etc.)

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In addition to the above the following apply

- This request is also forwarded to the Auditor and or County Counsel for additional approval.
- All new COP's are subject to County HR/CEO approval and may not be approved.

Public Projects

- **Facilities and Maintenance:** (These may require bidding and/or a Board Contract)
These can involve equipment, material and labor for construction, alteration, improvement, repair or demolition of property.
 - Under \$45k – Does not require a bid; Submit a request to your Facilities/Maintenance Manager
 - \$45k - \$175k –The request will go to an Informal Bid required with purchasing authority to issue a contract. Submit a request to your Facilities/Maintenance Manager
 - Over \$175k –The request will go to a Formal Bid required with Board Of Supervisors with authority to issue a Board Contract. Submit a request to your Facilities/Maintenance Manager

Facilities/Maintenance manager, Ernest Thomas at ethomas@co.santa-barbara.ca.us

Contracts that do not require Purchasing Authority

- **Student Support Agreements (SSA)** - Any student who desires a work study, internship or other learning experience at any ADMHS location.
 - A sample SSA will be sent to the school of interest. If the school does not agree or alters the terms of the SSA, it will be forwarded to County Counsel for review. In the event, an agreement cannot be reached; ADMHS will NOT accept the student.
- **Memorandum Of Understanding (MOU)** - A memorandum of understanding is a formal agreement between two or more parties. MOUs are not legally binding but they carry guidelines and mutual respect as the parties work towards an objective goal
- **State Funding Revenue-** These are considered State Contracts and require Board of Supervisors approval, regardless of the amount
- **Resolutions-**Resolutions are prepared when required by Federal or State statute, County Ordinance or accepted County practice. Please see [Clerk of the Board Agenda Procedures Manual](#) (pgs. 15-20) for types of resolutions and guideline requirement's.

How to identify what type of Contract was issued

- **Purchase Orders:** This is the most common type of contract issued based on the above guidelines
 - **Service Contracts** are issued as a “CN” number Ex. CN15236
 - CN’s regardless of amount do not go to bidding but have the following guidelines
 - Authority up to \$100k via a Purchase Order
 - Authority over \$100k Via a Board Contract
 - **COP’s** are issued using their “EID” number (Employee ID) Ex. EID 2536
 - **Public Projects** are issued as “DP” numbers Ex. DP02536
- **Blanket Orders:** This document allows multiple purchases of like items over a time period (Contracts FY time period ex. 7/1/2014-6/30/2015)
 - Blanket Orders are issued as “BL” numbers Ex. BL05236
- **Board Contract:** A Board Contract is a contract that has been approved by the Board of Supervisors with items outside the approval authority granted.
 - Board Contracts are issued using a “BC” number EX. BC15236

When do you need a Board Contract?- For all Purchase Orders over \$100,000 and for construction or public projects over \$125,000, COP’s over \$25,000, for legal services, and for contracts in which a Department does not have the budget in place at the time of the request.

Estimated Timelines for Processing

- **Simple Purchase Orders and Blanket Orders** -On average can take up to 2weeks, once it's submitted to Purchasing by Contracts
- **Complex Purchase Orders** – These can take up to 4 weeks, once it's submitted to Purchasing by Contracts
- **Board Contracts**- These can take up to 6-8 weeks to receive a fully executed contract, if there are **no** complications or changes to the contract. In addition, Board Contracts must also follow Docketing due dates and guidelines, for a complete copy see [Clerk of the Board Agenda Procedures Manual](#) (pgs. 10-14). The agenda can be found on the “BOS Agenda” tab on our home page.
 - “WET” Signatures- These contracts require an original signature (not a copy). Due to the process of this contract, it will be routed downtown and hand delivered to all departments for signatures (by contracts staff). If any department makes any changes to the contract, the contract will be returned to the Analyst for corrections. The contract will then be re-routed for signatures as the whole approval process will start over again. The occurrence of changes can happen at any point during the process and it may happen several times. Wet Signatures include the following departments
 - Director of ADMHS
 - Fiscal/Finance Department (B-1's or BRR's)
 - County Counsel
 - Auditor Controller
 - Risk Management
 - Board of Supervisors
 - Contractor or Supplier (out of county signatures will need to be overnighted, copy's will not be accepted)
- **Contractors on Payroll(COP's)**- These can take up to 4-6 weeks once it's submitted to Purchasing by Contracts, 6-8 weeks if it goes to the Board of Supervisors
- **Student Support Agreements(SSA)**- These can take up to 1-3 Weeks
- **Memorandum of Understanding(MOU)**- These can take up to 10-12 weeks
- **State Funding Revenue**- These can take up to 6-8 weeks.
- **Resolutions**- These can take up to 1-2 weeks

What Can Cause Delays in Processing?

We do not have a timeline for delays as most of these are out of our control. We do work as quickly as possible, to push the process as much as possible.

- Certificate(s) of Insurance- Failure to provide evidence of coverage will delay the signing of a contract and therefore the start of the proposed work.
 - All new contracts must provide a current copy of their insurance policy(s), with the Counties minimum requirements.
 - Amendments or Renewals- If there is not a current Certificate of Insurance on file or if it's expired at the time of the request, it will cause a delay until received. See *Certificates of Insurance* for information and instructions.
- Incomplete signatures on the Request Form
 - You are only responsible for obtaining your Manager's signature (If you are a manager, please have the person you report to, sign. If an Executive initiates the request, the Managers' signature line can be left blank (but it will still require Fiscal approval)
- Any negotiations regarding statements of work/quotes, earnings, benefits, paid leave/vacation. (Including any COP negotiations)
 - All negotiations will require additional approval. The following will be forwarded to; County Counsel, Auditor Controller and ADMHS CFO for review
- Non-acceptance/Alterations to the "County of Santa Barbara's" Standard Terms and Conditions, changes to any of the Agreements in the Exhibits including the B-1's
 - All requests for alterations will be forwarded to; County Counsel, Auditor Controller and ADMHS CFO for review
- Financial Approval (internal ADMHS)
 - Fiscal approval (signature approval from ADMHS Fiscal Manager)
 - Budget approval (signature approval from ADMHS Interim CFO)
- Auditor Controller Approval (Board Contracts, Grants and COP's)
 - The review process may take up to three business days, once submitted by Contracts for approval
 - If the document packet is not complete upon receipt or requires additional documents at the time of review, the return time will be longer
 - Note:** All financial/accounting related questions will be directed to the CFO
- County Counsel Approval (Board Contracts ,COP's and any other contracts regarding alterations)
 - This can take up to several weeks. If County Counsel requires Contracts to make additional changes/corrections, the whole approval/routing process will start over again
- Contractor Signature- If the contractor disagrees or refuses to sign, work cannot start

Certificates of Insurance

A certificate of insurance is a document that gives evidence of the insured's financial ability (via an insurance policy) to respond to a claim.

There can be a variety of different requirements based on the contract type and/or the services being provided. Once the request form is received by Contracts, the Certificate of Insurance is the next internal step for processing. Please see below

- All new contract requests will not be processed until a current Certificate of Insurance is received by Contracts
- All certificates of renewals for ongoing contracts must be received by Contracts in either mail or email, no later than 30 days following the expiration date. **The contract can be suspended and payment withheld until the renewal information is provided**
- Exceptions (waivers) are approved by Risk Management on a case by case basis only. All requests for a waiver of insurance must be made in writing. Please notify Contracts with such requests.
- If you receive any Certificates of Insurance, forward to admhscontractsstaff@co.santa-barbara.ca.us.

Any certificates received that does not provide the proper requirements and/or made alterations without permission of Risk Management, will be sent back for corrections. This will create a delay in processing and/or setting up a new contract.

If you are unsure or are being questioned about what is required, please forward all questions to admhscontractsstaff@co.santa-barbara.ca.us, and Contracts will provide additional follow-up.

Failure to provide this document of evidence will delay signing of contracts and therefore the start of the proposed work

Please see the next page for, The County of Santa Barbara's Standard Requirements, per Risk Management.

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1. Insurance Requirements that Each Provider is Required to Procure and Maintain

Certificates of Insurance must to be addressed as follows:

County of Santa Barbara
ATTN: ADMHS
300 North San Antonio Road, Bldg. 3
Santa Barbara, CA 93110

- a. **Automobile Liability Insurance** - a current Certificate of - coverage limits for owned and non-owned automobiles must meet or exceed \$1,000,000 per occurrence; with limit no less than \$1,000,000 per accident for bodily injury and property damage.
- b. **General Liability** - a current Certificate of; with limits no less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
- c. **Endorsement for General Liability Additional Insured** –must read and name **“County of Santa Barbara, its officers, officials, employees, agents and volunteers.”** In the description of operations portion and in the actual endorsement.
 1. *As a reminder, any contract requiring the County to be named as an Additional Insured requires a copy of the endorsement showing that the County has been added to the policy. These are reviewed in the Risk Management division for Board Contracts and Purchasing for their contracts.*
- d. **Professional Liability Insurance** - a current Certificate of; with limit of no less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate.
- e. **Worker’s Compensation Insurance** - a current Certificate; with limit of no less than \$1,000,000 per accident for bodily injury or disease. Please note if you are the sole contractor and do not have employees we require a letter noting this for our files.