

Contract Signing Protocol

All contracts, agreements, MOUs, etc., must be reviewed and signed by the Vice President of Business & Administrative Services or their designee.



Please submit this completed questionnaire and the agreement a minimum of **(10) business prior to the start of contracted services** for review and authorized signature.

IMPORTANT: If review by the college Attorney General's Office (AGO) is required, allow (7) additional business days for final approval and signature.

Step 1: Answer the following questions prior to submitting the agreement for review and authorized signature.

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| Yes | No | Have you read the entire agreement? |
| Yes | No | Does the agreement outline the entire scope of work and expected outcomes of the services being provided? |
| Yes | No | Is there any language in the agreement that is concerning to you (e.g., legal, data storage, indemnification, or insurance)? |
| Yes | No | If there was a previous agreement for the same contractor/services, have you reviewed the current agreement to ensure the scope of work is accurate and complete? |
| Yes | No | Is the agreement for computer software, hardware, or technology services or installation? If answer is "yes" please have the Executive Director of Technology Support Services (TSS) review and sign this form to indicate they approved the agreement. |

Executive Director of Technology Support Services

Date

- | | | |
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| Yes | No | Is the payment or compensation specified in the agreement reasonable and customary for the contracted services? |
| Yes | No | Is the payment or compensation specified in the agreement comparable to previous or similar contracts? |
| Yes | No | Is their adequate budget (ctcLink) to fund the payment or compensation specified in the agreement? |

STEP 2: Email this completed questionnaire with the agreement, contract, MOU, etc., to the Executive Assistant of Business & Administrative Services. **Please include the following as applicable:**

- Completed and signed IRS W-9 form for contractor. The W-9 is a legal document required to enter contractor into ctcLink as established vendor (payee).
- Completed and signed *Employee or Contractor Guide* signed by employee completing this form and the Executive Director of Human Resources.