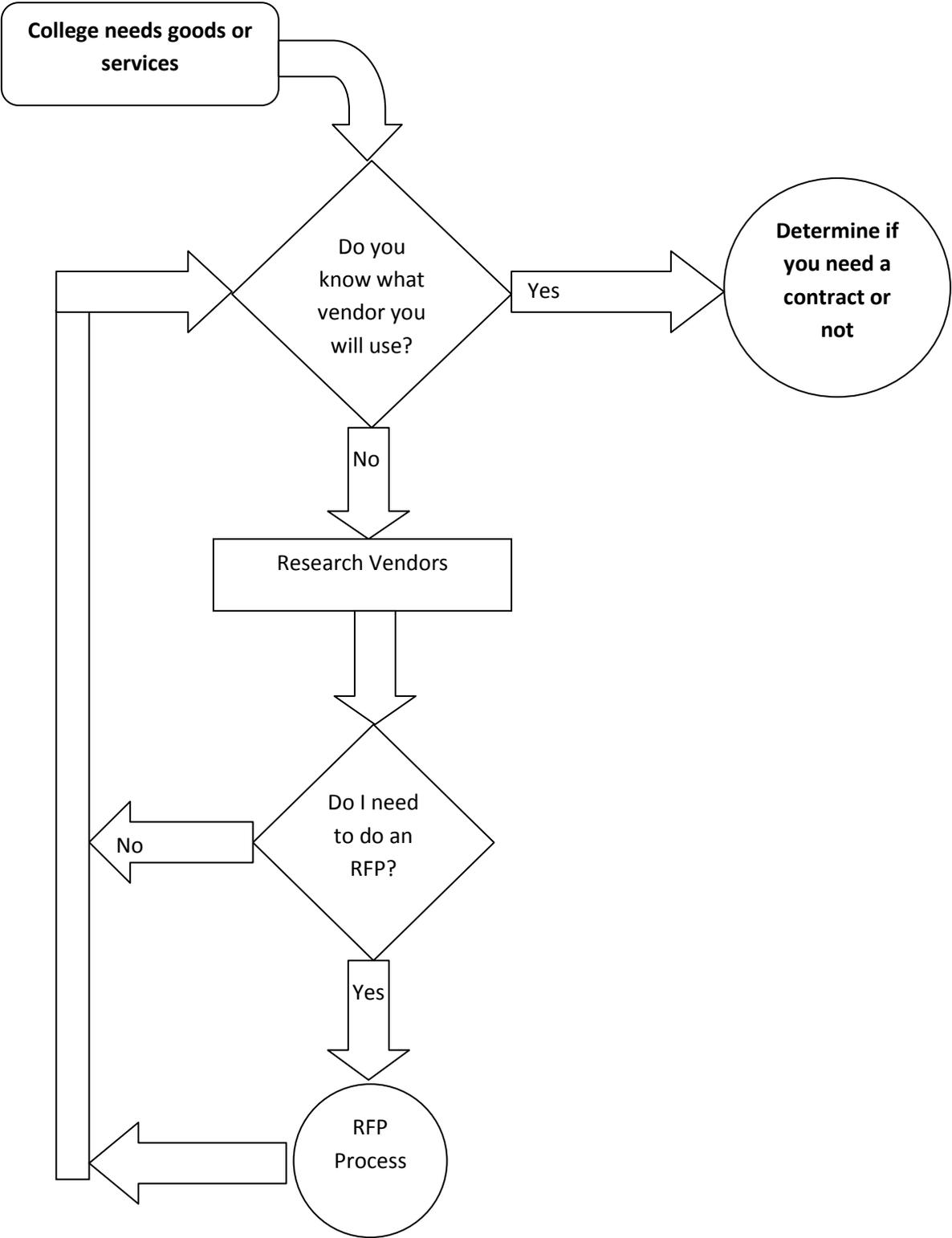
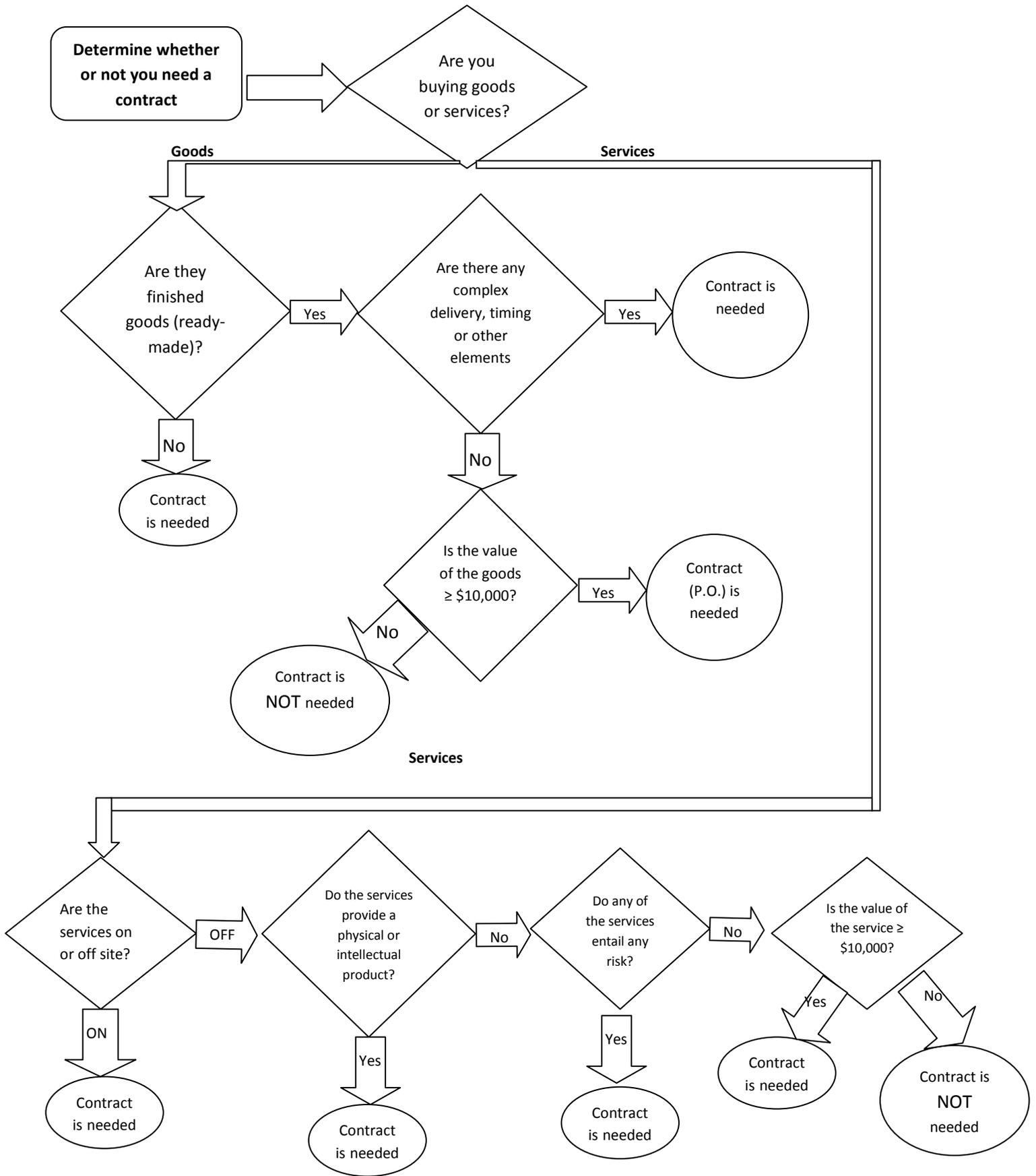


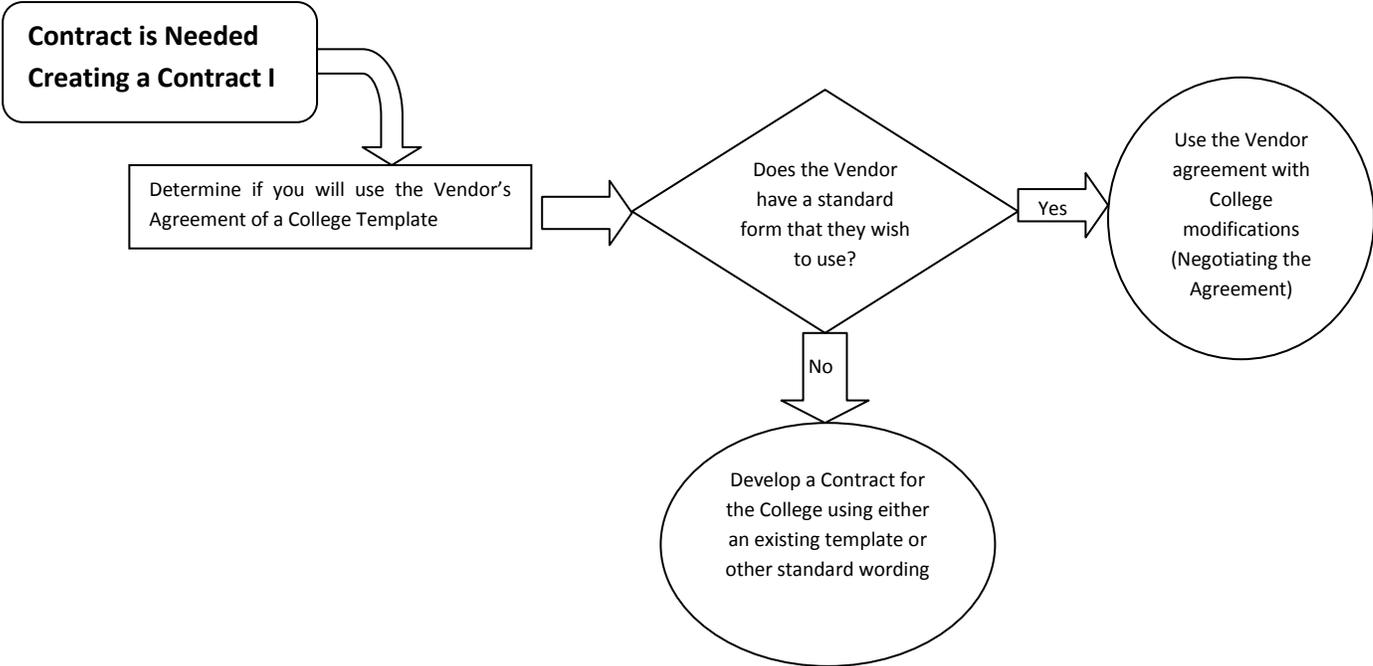
Contracting Process Step One – Starting the Process



Contracting Process Step Two – Does the College need a contract?

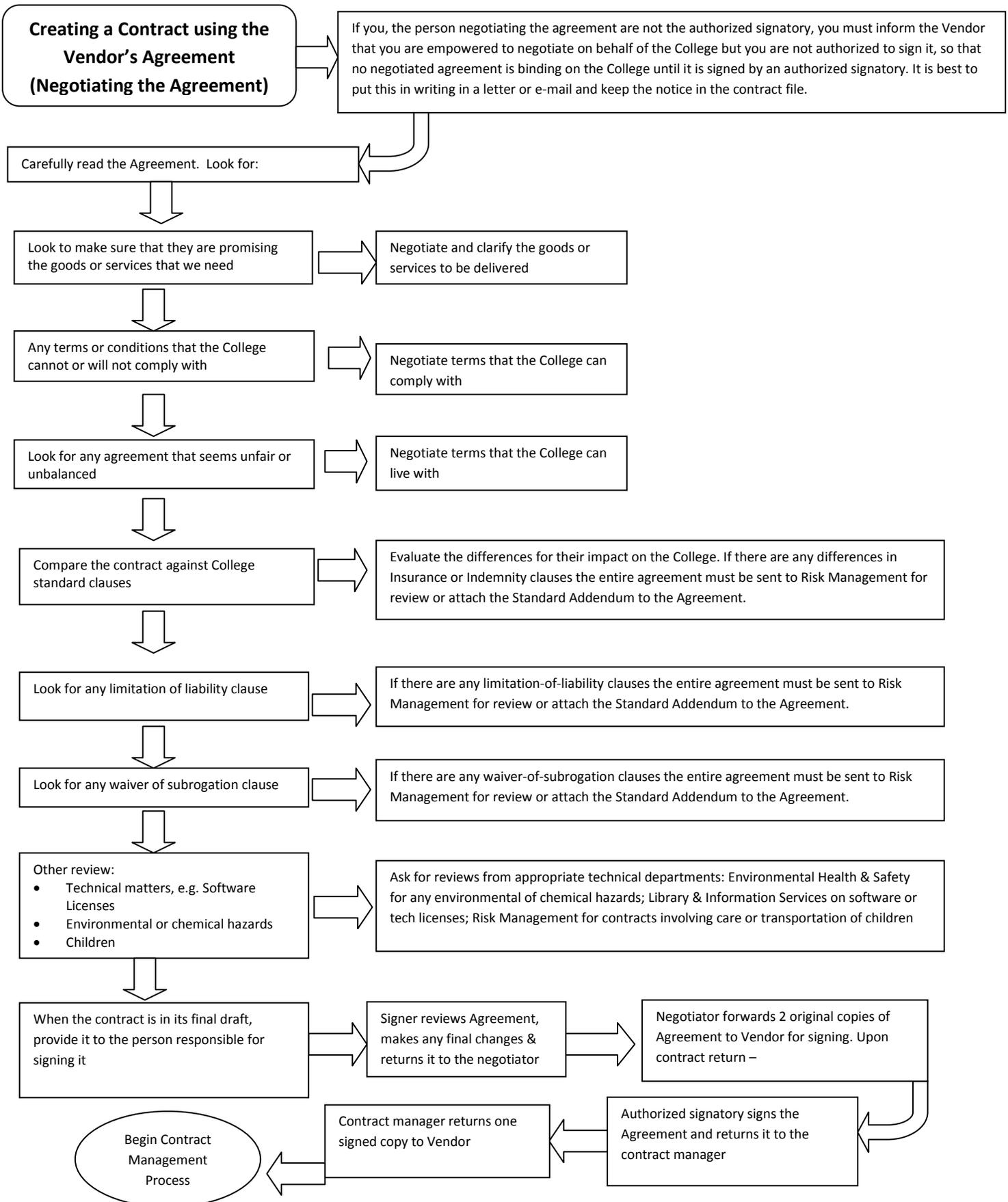


Contracting Process Step Three – Whose contract form should we use?

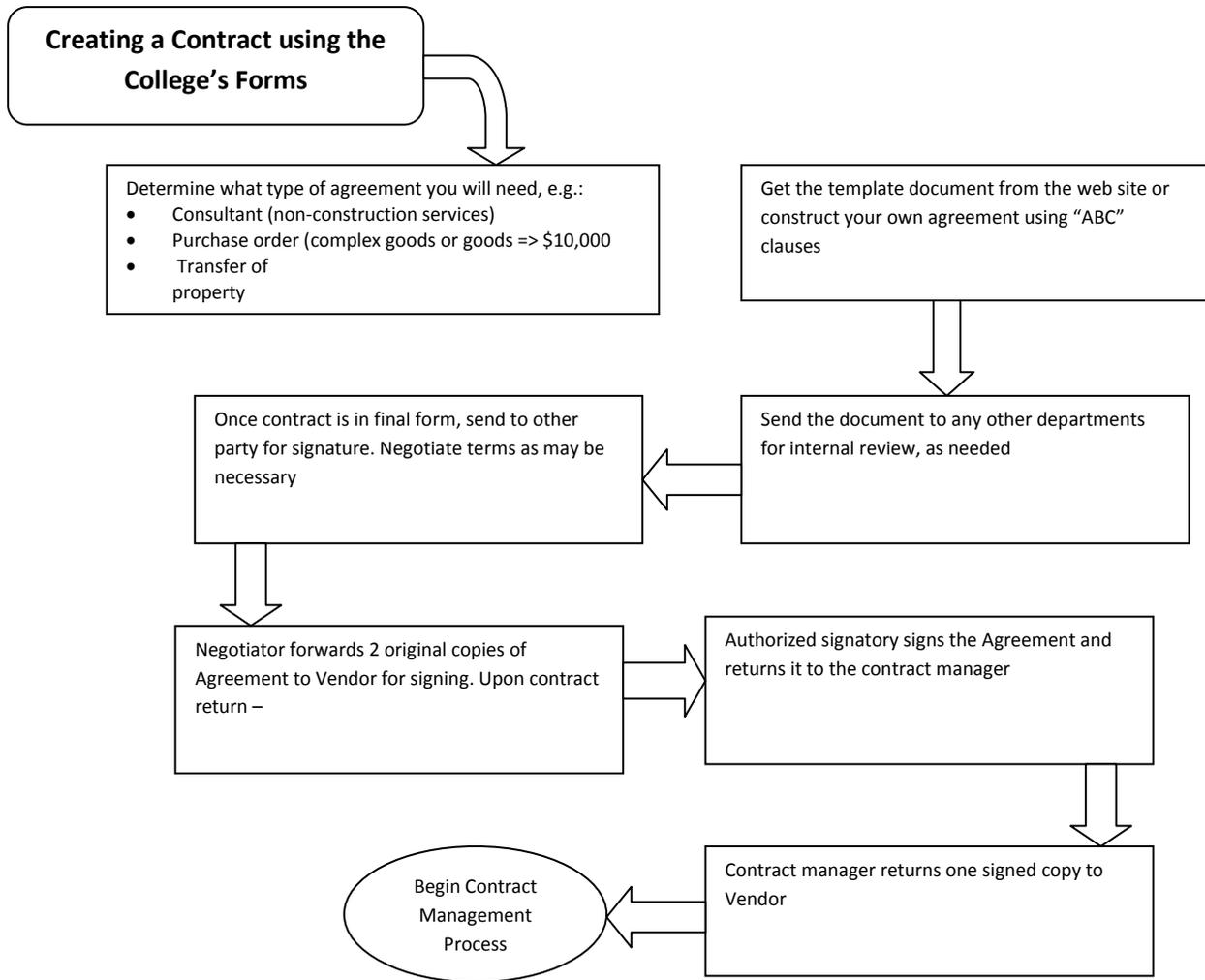


Contracting Process Step Four – Generating the Contract

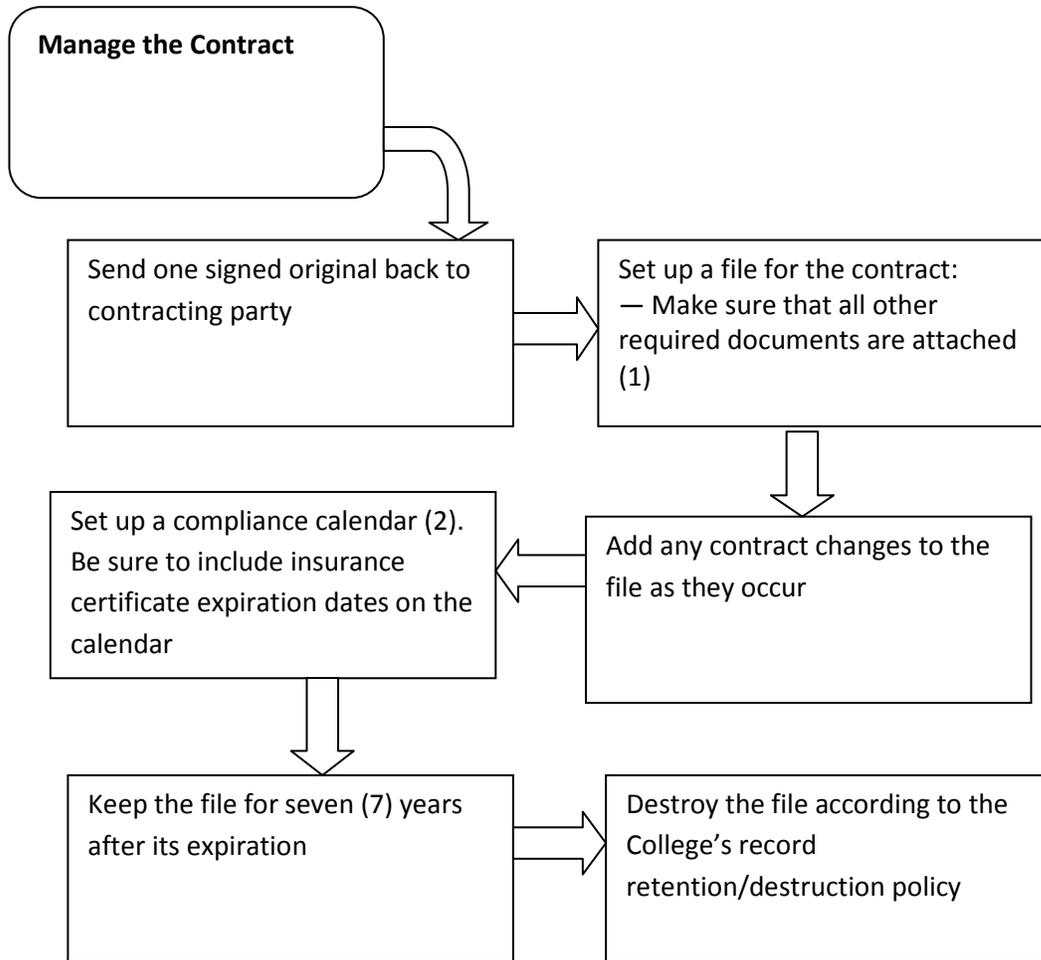
Option I. Using the Vendor's Contract Form



Contracting Process Step Four – Generating the Contract – Option II. Using the College’s Form



Contracting Process Step Five – Managing the Contract



(1) Required documents include anything that is incorporated by reference into the agreement, such as proposals, bid specs, contract addenda and insurance certificate/s

(2) The compliance calendar should include anything that is a deadline for the agreement. It may be performance deadlines, review deadlines, insurance policy expiration dates, etc. For insurance policy expiration dates, be sure to set your calendar look-up at least 30 days in advance of the actual expiration date to follow up with the contractor for a renewal certificate.