

Document # MSOP7	Title: Processing Independent Contractor/ Consultant Services Contracts (ICC)	Print Date: 7-25-2014
Revision # 1.0	Prepared By: Dr. Dativa Del Rosario	Date Prepared: 7-25-2014

Purpose: The purpose of this policy is to regulate the procedure of completing and processing Independent Contractor Consultant Services Contract (ICC) as stated in the guidelines of the Peralta Community College District. This Policy will help insure that procedure for processing an ICC is adhered to.

Scope: This policy applies to all administrators, faculty, staff, and auxiliaries who wish to process an Independent Contractor Consultant Services Contract within the Peralta Community College District.

Responsibilities:

An Independent Contractor/Consultant Services Contract (ICC) is required for services of \$600 or more. Contracts over \$25,000 require Board of Trustees' approval, with the exception of bond funded contracts (Funds 63 & 65). The formal contract bid threshold is used as the Board approval threshold for bond funded contracts. A copy of the Board meeting minutes must be submitted with the ICC packet.

The ICC must be approved by the Chancellor PRIOR to service being rendered by any new or continuing contractor/consultant. A new ICC must be submitted for each fiscal year.

Procedure:

1.0 INFORMATION PROVIDED BY COST CENTER MANAGER:

- 1.1 A brief description for the Scope of Work (SOW).
- 1.2 Contract completion date.
- 1.3 Contract amount (plus hourly rate or rate sheet)
- 1.4 Budget codes (all 23 digits) – NOTE: Split coding is allowed, amounts for each budget string must be included.
- 1.5 Vendor Number (for new vendors, a vendor application will need to be filled out and submitted to the Purchasing Department).

2.0 INFORMATION PROVIDED BY THE VENDOR:

- 2.1 Street address (P. O. Box is unacceptable).
- 2.2 Business license number (if applicable).
- 2.3 Social Security Number or Federal Tax Identification Number (required)
- 2.4 Vendor's signature approval.

3.0 SUPPORTING DOCUMENTATION REQUIRED FOR ICCS:

- 3.1 Resume (for individuals) or company overview.
- 3.2 Detailed Scope of Work/Deliverables or Memorandum of Understanding (MOU).
- 3.3 Include the requisition number (open account) and attach print outs from PROMT

4.0 ICC ROUTING INSTRUCTIONS:

- 4.1 The ICC packet is forwarded to the College’s Business Manager for budget review and approval. A printout of the budget overview should be attached to the ICC.
- 4.2 The Business Manager will forward the ICC to the College President for review and approval.
- 4.3 All ICCs should be routed to the Peralta Community College District Purchasing Department for review. From Purchasing, the ICC will be routed to the Executive Assistant at the Finance Office for the Vice Chancellor of Finance and Administration’s review and approval. The Finance Office will then forward the ICC to the Chancellor for final approval

5.0 FINALIZATION

- 5.1 Once all of the appropriate signatures have been obtained, the ICC will be logged and a copy of the entire ICC packet will be sent back to the College Business Manager. Originals will be stored at the District Finance Office.

6.0 BILLING

- 6.1 A copy of the approved ICC must be attached to each invoice and submitted to the Peralta Community College District Accounts Payable Department for payment processing. Accounts Payable will not pay invoices without a fully executed ICC.

Effectiveness Criteria:

- This Policy will help insure that procedure for processing an ICC is adhered to.

Forms/Records:

Form #	Record Retention	
Required by Standard		
ICC Services Contract	Office of Business & Administration	

Revision History:

Revision	Date	Description of changes

1.0	7/25/14	Initial Release
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