



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

## Administrative Procedure

### Chapter 4 – Instructional Services

#### 5140.1 - CONTRACTED SERVICES PROVIDED BY DISTRICT

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This procedure outlines the tasks that must be completed in order to provide contracted services to an outside agency.

#### FUNCTION

1. Definitions
  - a. Contract: An agreement between the District and an outside agency.
  - b. Contracted Services: Services that are provided to an agency (other than contracted classes) for which the agency agrees to pay the cost of such services.
  - c. Cost of Services: All costs associated with planning for the service, securing equipment to provide the service, rental of space, carrying out the assigned tasks, associated record keeping, shut down costs, and overhead costs.
  - d. District Contract Negotiator: The program president, the Assistant Chancellor - Manpower Training and Vocational Education Services, the Assistant Chancellor - Instructional Services - Arts and Sciences, the Chancellor, or their designees.
2. Restrictions
  - a. Contracts may be negotiated by an agent of the District with a representative of the contracting agency, but no contract is binding until approved by the District Board of Trustees and the agency.

#### IMPLEMENTATION

1. Responsibility
  - a. A program president, a director, the Chancellor or their designees, may negotiate contracts for services.
  - b. The District's contract negotiator is responsible for:
    - 1) Determining costs
    - 2) Evaluating facilities that must be rented or leased for the service
    - 3) Developing the draft of-the contract. (Current year contract services negotiation packet, containing needed forms and instructions, are stocked and issued by the District office, grants and contracts coordinator.)
2. Development and Approval of the Contract

- a. District representative shall act as point of contact with the outside agency to secure information concerning:
    - 1) Services description
    - 2) Length of service
    - 3) Hours per day and days per week of service
    - 4) Number of students or personnel
    - 5) Location of services
    - 6) Facilities required to house the service
    - 7) Equipment required for services
    - 8) Supplies required
    - 9) Employees' salary
    - 10) Travel and mileage
    - 11) Standard overhead costs
  - b. District representative shall compute costs and list costs on SDCCD Form 5140.5.
  - c. District representative shall write draft of contract using sample contract SDCCD Form 5140.1.
  - d. District representative shall evaluate any facility to be leased or rented using MASTER CHECK LIST FOR PROPOSED LEASED, RENTED, OR DONATED BUILDINGS, which has been published by Assistant Chancellor - Facilities and Equipment Services.
  - e. District representative shall forward all written documents, with a letter of transmittal, to the program president for review.
  - f. Program president shall submit written documents with a letter of transmittal to grants and contracts coordinator.
  - g. Grants and contracts coordinator shall submit contract to Legal Counsel for review and approval.
  - h. Legal Counsel shall return contract to grants and contracts coordinator.
  - i. Grants and contracts coordinator shall notify program president to submit Board docket exhibit to Grants and Contracts Office.
  - j. Program president shall submit docket exhibit to grants and contracts coordinator for review.
  - k. Grants and contracts coordinator shall review docket exhibit and submit both contract and exhibit to Board docket office for review by Chancellor.
  - l. If Chancellor approves contract and exhibit, he/she will place them on the appropriate Board docket.
3. Procedures for Establishing Contracted Services
    - a. Board of Trustees approves contract at a public meeting.
    - b. Authorized representative of the Board signs contract for the District.
    - c. Authorized representative of agency signs contract for agency.
    - d. Contract distribution by grants and contracts coordinator:

- 1) Original retained in file (office of record copy)
- 2) Copy to project manager (via president/director)
- 3) Copy to Business Services
- 4) Copy to Facilities and Equipment Services

#### FORMS/REFERENCES

Contract Services Negotiation Packet containing:

1. SDCCD Form 5140.5
2. SDCCD Form 5140.1
3. Master Check List for Proposed Leased, Rented, or Donated Buildings

(Forms are stocked and issued by the District Office, Grants and Contracts Coordinator.)

Adopted: September 7, 1977

**SUPERSEDES:**  
New Procedure