

Request for Contract (RFC) Process FAQ Sheet

What is a Request for Contract (RFC)?

A Request for Contract is the formal process used to initiate the creation, review, and approval of a contractual agreement between the District and an external party (supplier, consultant, service provider, etc.).

When should I submit a Request for Contract?

Submit a Request for Contract when an agreement is required for services. These may include but are not limited to consulting, performing, lecture, services, software, or legal services. In addition, contract renewals will be processed using the Request for Contract form.

What documents are required for a Request for Contract?

Typically, you will need one of the following as supporting documentation for the contract request:

- Statement of Work
- Quote
- Proposal
- Original Contract (for Renewal or Amendment)
- Rate Sheet
- Other

Where do I find the Request for Contract form?

The Request for Contract form can be downloaded from sdccd.edu.

What is the process to request a contract?

- Complete the Request for Contract form located on the SDCCD website under Purchasing & Contract Services. sdccd.edu Make sure all fields on the form are completed.
- Enter a purchase requisition in PeopleSoft to include:
 - Completed Request for Contract Form and required attachments.
- The purchase requisition will route through approvals in PeopleSoft workflow to the Procurement Contract Specialist in Purchasing & Contract Services.
- The Procurement Contract Specialist will review the request, assure accuracy of required documents, and create the contract document for required signatures from Supplier, District Project Manager, and Manager of Business Services and/or Vice Chancellor of Fiscal and Business Services. This signature process will be routed through DocuSign.
- Once the contract is fully executed, the Procurement Contract Specialist will issue the purchase order and attach a copy of the executed contract to the purchase order. (A copy of the executed contract will be emailed to the initial end user as well.)

How long does the Request for Contract process take?

Timeframes vary depending on complexity and workload throughout the year. Please allow for as much time as possible. Standard contracts: 1–2 weeks; Complex/vendor-generated agreements: 3–4 weeks. Emergency requests affecting life, health, property or essential public services as defined in Public Contract Code 20654, may be expedited with justification and approval. ***Delays can occur if documentation is incomplete.***

All contracts that exceed current bid threshold, will need to be Board approved BEFORE the consultant can begin their work with the District. Please plan accordingly.

Can I send contracts directly to vendors before approval?

No. All contracts must go through the formal Request for Contract process and be reviewed/approved and created by the Districts Purchasing and Contract Services department before sharing with any external party.

What if I need to make changes to an existing contract?

Submit a new Request for Contract for amendments, renewals, or extensions. Include the original contract and details of proposed changes. No District agreement should be created outside of Purchasing and Contract Services.

Who do I contact for help with my Request for Contract?

Please contact the Purchasing and Contracts Services Department at 619.388.6562.

Do I need to submit the Employer/Employee Relationship Form?

The Employer/Employee Relationship form should be completed and a copy retained with the Project Manager.

How is Insurance Collected?

The Purchasing and Contract Services team will review the request for contract and all supporting documentation and determine what insurance level is required. Input from Legal and Risk Management may be necessary. Purchasing and Contract Services will request the insurance from the supplier before contract finalization.

Are electronic signatures accepted?

Yes. The preferred platform is DocuSign.

Sample Scope of Work:

A well drafted scope of work should include the following:

- Project Title
- Consultant Qualifications
- Objectives for the project and how it will benefit the District.
- Scope of Services that will be provided; please be thorough. An example may include:
 - The Consultant shall provide the following deliverables:
 - Content Development
 - Review and Revision
 - Training and Handoff
 - Deliver final materials in editable formats (e.g., Word, PowerPoint, Google Docs)

- **Deliverables and Timeline:**
 - Deliverable, Description, Due Date, (use as many times as needed in the SOW to identify deliverables and timeline)
- **Payment Terms** - District payment terms are Net 30 from invoice. Payment terms may be negotiated based on milestone payments and/or deliverables met throughout the project. Payment terms should be identified within the contract document. An example is:
 - Total Fee: \$x.xx amount due upon completion of the project.
 - Or, progress or milestone payments:
 - 25% upon contract execution
 - 50% upon draft delivery
 - 25% upon final approval