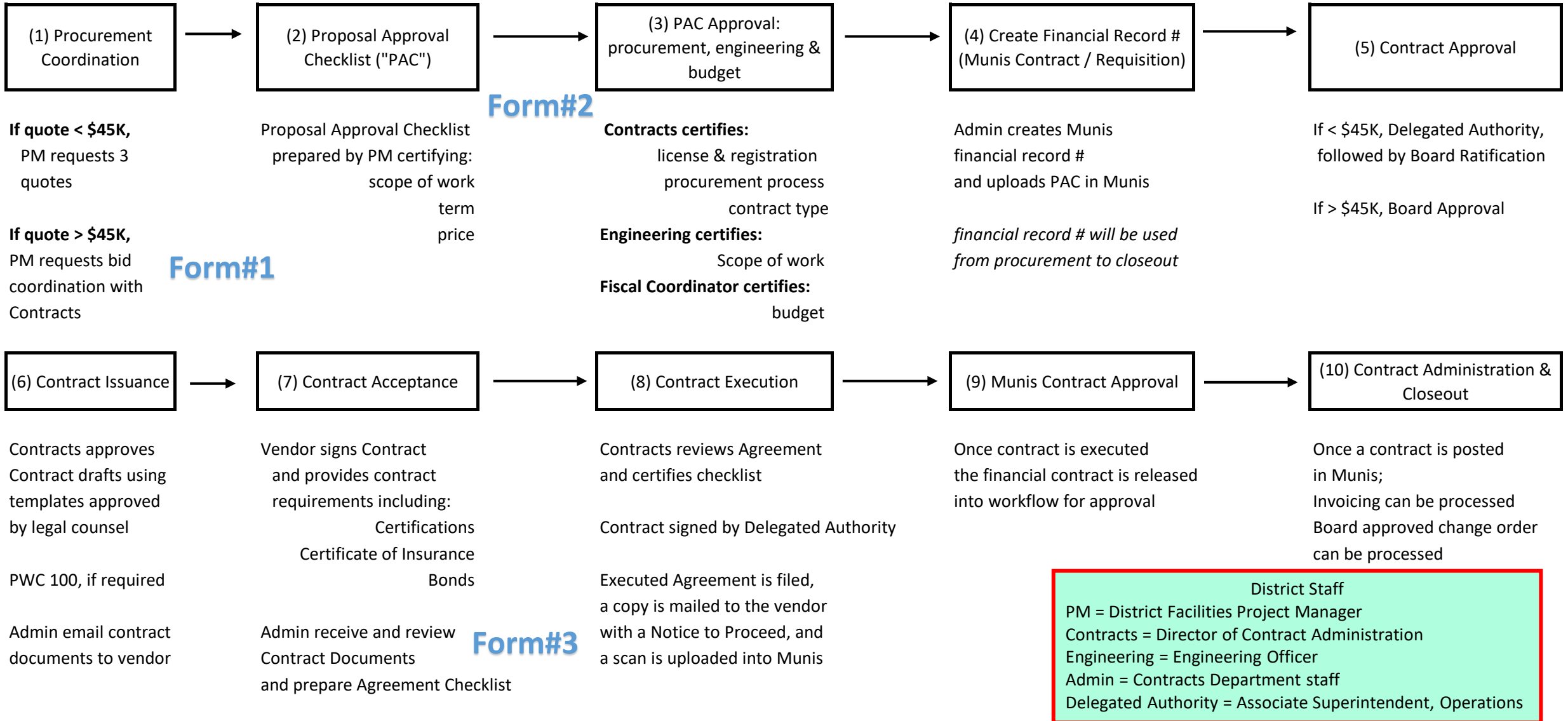


Facilities & Construction Department Workflow for Proposal Approval Checklist for Construction Services

Based on Forensic Audit Recommendations: TC 6-3; TC 7-1, TC 7-2, TC 7-3, TC 8-1, TC 8-2, TC 8-3, TC 8-5, TC 8-6, TC 8-7, TC 9-1, FI 8-1

Form#1 - Construction Bid Coordination
Form#2 - Proposal Approval Checklist
Form#3 - Agreement Checklist

Resource#1 - Bidding Threshold Matrix for Construction Services
Resource#2 - Bidding & Procurement Procedures
Resource#3 - Construction Bidding & Procurement training



If quote < \$45K,
PM requests 3 quotes

If quote > \$45K,
PM requests bid coordination with Contracts

Proposal Approval Checklist prepared by PM certifying:
scope of work
term
price

Contracts certifies:
license & registration
procurement process
contract type

Engineering certifies:
Scope of work

Fiscal Coordinator certifies:
budget

Admin creates Munis financial record # and uploads PAC in Munis

financial record # will be used from procurement to closeout

If < \$45K, Delegated Authority, followed by Board Ratification

If > \$45K, Board Approval

Contracts approves Contract drafts using templates approved by legal counsel

PWC 100, if required

Admin email contract documents to vendor

Vendor signs Contract and provides contract requirements including:
Certifications
Certificate of Insurance
Bonds

Admin receive and review Contract Documents and prepare Agreement Checklist

Contracts reviews Agreement and certifies checklist

Contract signed by Delegated Authority

Executed Agreement is filed, a copy is mailed to the vendor with a Notice to Proceed, and a scan is uploaded into Munis

Once contract is executed the financial contract is released into workflow for approval

Once a contract is posted in Munis; Invoicing can be processed
Board approved change order can be processed