

CONTRACTS

As we begin to practice drafting and approving documents for upcoming council agendas please remember the following when working with contracts. Reference guides available here:

<https://wa-whatcomcounty.civicplus.com/2860/Legistar-Staff-User-Guides>

Drafters:

- Prepare contract (using contract creator format for professional service agts), contract information sheet (CIS) and memo
- Route Hard Copy to Prosecuting Attorney for review and signature
- Route Hard Copy to Finance for review and signature
- Route to IT if the contract needs IT review
- If contract does not require council approval route for vendor and Executive signature
- **Contracts that require council approval** are uploaded into Legistar after they are approved in hard copy by Finance, PA and IT. Upload the memo, then upload the Contract information sheet and the contract as one document and call it "Contract." Legistar is where the agenda bill is prepared (electronically).
- Legistar electronic approval sequence will include PA, Finance & Executive Office (*Executive Office will provide contractor number in the Legistar notes when the contract arrives electronically to our office*)
- Drafters must remember to track the approval process particularly if council agenda deadline is approaching to ensure it arrives to the Executive Office by deadline. Routing sequence may be escalated if review and approval are not forthcoming.
- Hard copy of contract will be routed to Executive Office for Executive Office signature after council approval. Executive's Office then follows normal procedure – scanning it to Laserfiche and sending back executed contracts. The Council Office will upload the scanned contract from Laserfiche and add it as an attachment to the file in Legistar.

Approver:

- Contracts uploaded in Legistar are reviewed and approved electronically.
- Contract Information Worksheet will include signatures reflecting Legal & Finance review.
- Approvers have up to two business days to approve document but should move them forward as soon as possible.
- Approver sequence can be amended through delegation or escalation of the document review.