Workflow – Service Contract

1. New request

1. Service needed

2. Contact financial officer, buyer, administrator (process) Advise CAO
   • Template

3. Email Service Contract for contract number, review and support

4. Service Contract group returns contract for signature and modifications

5. Obtain signatures on contract
   • Supplier
   • Requestor
   • CAO or delegate

6. Create webreq with all supporting document
   • Contract to be signed by Contract Manager

7. Signed Contract to be sent with PO to the requisitioner

8. Requistioner transfers the documents to the requestor and/or Supplier

9. The Services can start.
2. Amendment-Extension-Change Order
No Procurement approval needed  (no money increases)

Amendment - Add work ($ and end date remain the same)
1. Complete Amendment Template
2. Obtain signature Supplier, requestor, CAO or delegate
3. Send to Service Contracts for the register

Extension - Add time - Change end date ($ and work remain the same)
1. Complete Amendment Template
2. Obtain signature Supplier, requestor, CAO or delegate
3. Send to Service Contracts for the register
Procurement approval needed

1. Complete Amendment Template

2. Send to Service Contracts for approval

3. Answer sent

4. If approved, Obtain signature Supplier, requestor, CAO or delegate

5. Send to BDC for signature and PO increase