

SAN GABRIEL/POMONA REGIONAL CENTER

Policy for Board Approval on Contracts of \$250,000 or Above

POLICY

Pursuant to Section 4625.5 of the Welfare and Institutions Code of California (WIC), the governing board of San Gabriel/Pomona Regional Center (SG/PRC) shall review and approve any and all contracts for Purchase of Services (POS) and Regional Center operations where the maximum amount of the contract authorization or the purchase order is equal to or exceeds the amount of \$250,000 (two hundred-fifty thousand dollars).

Contracts in effect as of March 24, 2011 of \$250,000 or above - with an ending date of June 30, 2011 or beyond - shall be submitted to the Executive/Finance Committee for review at the first possible opportunity.

Contracts of \$250,000 or above that expire during the fiscal year and that need an extension amendment shall be submitted to the Executive/Finance Committee for review and approval of the extension before the amendment is submitted to the contractor for signature.

Any newly negotiated contracts of \$250,000 or above shall be submitted to the Executive/Finance Committee for review and approval before a contract is submitted to the contractor for signature.

The full board shall be notified of the given approvals and of any rejections at the first board meeting following the Executive/Finance Committee meeting. The approval of the Executive/Finance Committee and the notification of the full governing board are deemed sufficient for meeting the requirements of section 4625.5 of the WIC.

Policy effective date is July 27, 2011.

PROCEDURE

The submission of a contract needing review and approval by the Executive/Finance Committee of the SG/PRC board of directors shall contain an Executive Summary sheet with the following information:

- Contractor Name, DBA, owner's name, vendor number(s)
- Contract Number (for POS only, not applicable for Operations)
- Time period of contract
- Description of Services to be provided
- Rate of Reimbursement
- Total amount to be encumbered
- Date of the Review/Approval by the Executive Finance Committee
- Signature of the board president or his/her designee
- Printed Name of the signer

For newly negotiated and amended contracts (all but existing ones) shall also include:

- Approval signature of the Fiscal Services Director
- Approval signature of the Executive Director

The signature of the president or his/her designee on the Executive Summary/Contract Authorization shall indicate that the review of the contract has been completed and approval given.

The Executive Summary/Contract Authorization shall serve as the authorization to encumber funds for the specified contract in the Regional Center Uniform Fiscal System (UFS).

For the purposes of this policy, “contract” means a written agreement between SG/PRC and a vendor for the purpose of purchasing goods or services from said vendor, in aggregate, where a maximum amount of services is specified. “Contract” does not include vendor approval letters issued by regional centers pursuant to Title 17, California Code of Regulations (Title 17), Section 54322.

This policy was reviewed and approved by Board of Directors and is effective immediately: