CONTRACT SUMMARY SHEET INSTRUCTIONS – FY 2015-2016
BUDGET CYCLE REPORTING GREATER THAN $100,000 AND BETWEEN $50,000 AND $100,000

Each budget cycle includes a reporting of contracts greater than $100,000 and between $50,000 and $100,000 in an effort to be transparent, open to public scrutiny, avoid even the appearance of a conflict of interest, and keep the Board of Supervisors appropriately informed of the resources dedicated to contract services.

County policy, as adopted on January 24, 2006 (No. 2006-58) and revised on March 22, 2011 (No. 2011-174), requires Board of Supervisors' approval for any contract or agreement where the total cumulative compensation exceeds $100,000. Cumulative refers to all compensation paid by an individual department in **a rolling 3-year period, consisting of the current fiscal year plus the two previous fiscal years where there has been no break in contractual services for over six months.**

Departments are provided an opportunity to seek Board approval for these contracts as part of the budget document and agenda item connected to each budget cycle. A Contract Summary Sheet Template is included with this packet for inclusion in budget agenda item, along with a completed sample sheet. There is a tab for the sheet listing contracts that exceed $100,000 cumulatively for approval before the Board of Supervisors and a separate tab for contracts that cumulatively total between $50,000 and $100,000 for reporting to the Board of Supervisors.

Using this template, list all Fiscal Year 2015-2016 contracts or agreements that have **not** already been approved by the Board of Supervisors for the term of the contract, where the total **cumulative compensation will exceed $100,000 this budget year**; a separate listing is required for contracts where the total cumulative compensation is between $50,000 and $100,000**.** The proposed contract period should be the term of the contract or adjustments to the Fiscal Year 2015-2016 contract amounts previously submitted to the Board of Supervisors.

Please consider the following when determining whether to list contracts on the Contract Summary Sheet for inclusion in the County budget cycle agenda item:

Include in Contract Summary Sheet ☑   Do Not Include 🚫

☑ Existing contracts for Independent Contractor Services, Professional Services, Personal Services, and/or Technology Services that exceed $100,000 in the current fiscal year, unless taken as an individual item to the Board
(If new, the item must go to the Board of Supervisors by separate action)

☑ Existing Property Leases and extensions that exceed $100,000, in the current fiscal year or cumulatively over the 3 year reporting period, unless taken as an individual item to the Board
(If new, the item must go to the Board of Supervisors by separate action)

☑ Existing contracts for Independent Contractor Services, Professional Services, Personal Services, and/or Technology Services that exceed a cumulative $100,000 within the 3 year reporting period

☑ Amended Contracts that exceed $100,000, cumulatively

☑ Contract Renewals/Extensions/Amendments that have **not** been previously approved by the Board

☑ Contracts where the compensation exceeds $50,000

🚫 **New Contracts**
🚫 **New Property Leases**
🚫 **Purchase Orders**
🚫 **Master Agreements as managed by GSA**
🚫 **Agreements between County Departments**

The budget cycle agenda item is a mechanism for reporting and seeking Board of Supervisors' approval for contracts as identified above and does not replace or circumvent the County procurement and approval processes, such as RFP and bid requirements.

For questions on completing the Contract Summary Sheet Template, please contact Jewel Warr at 484-1577.
For other departmental questions regarding your specific contracts, please contact your CEO management consultant.
For additional information on County purchasing policy, please refer to the information provided at GSA-Purchasing:
http://intranet.co.stanislaus.ca.us/departments/GSA/purchasing