

**Contract Signing Protocol**

All contracts and agreements are signed by the Vice President for Business & Administrative Services on behalf of the College.

**STEP 1: IMPORTANT:** Review your contract carefully before submitting for signatures. Be sure all fields other than the Vice President for BA&S signature panel are filled in with the relevant information.

**STEP 2:** Answer the following Y/N questions prior to having your contract signed.

[ ]  Yes [ ]  No Have you read the contract?

[ ]  Yes [ ]  No Does it fairly represent the agreement?

[ ]  Yes [ ]  No Is there any language that is concerning to you?

[ ]  Yes [ ]  No If there was a previous contract for the same thing, have you checked for changes?

[ ]  Yes [ ]  No If this is an agreement for computer software, hardware or services, has the contract been reviewed by TSS?

[ ]  Yes [ ]  No Does this contract involve installing new technology
(If so, please show that Gavin Smith has approved)

[ ]  Yes [ ]  No Have you obtained a declaration from the contractor attesting to its compliance with current Washington State COVID-19 vaccination requirements or qualified exemptions? This requirement does not apply to contractors who will have a *fleeting on-site presence* which is defined as less than 15 minutes of close contact with others on campus over a 24-hour period.

If there is payment or compensation specified in the contract is it:

[ ]  Yes [ ]  No Reasonable for the contracted item?

[ ]  Yes [ ]  No Comparable to previous or similar contracts?

[ ]  Yes [ ]  No Within the relevant budget?

**STEP 3:** Send the completed questionnaire with contract/agreement/MOU attached to Gayla Hocker at ghocker@shoreline.edu who will obtain the proper signature(s).

Thank you.