Logo, company name

Description automatically generated

**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](mailto:ghocker@shoreline.edu) who will obtain the proper signature(s).

Thank you.