

CONTRACT CHECKLIST

CAMPUS NAME _____
 CONTRACT NUMBER _____ FISCAL YEAR _____

Service Agreements and Public Works

	In Compliance	Not Applicable
(1) If contract requires off-campus approval, has a completed contract transmittal form (or STD Form 15) been attached? Is information, including a list of bidders, and bid prices, complete?	<input type="checkbox"/>	<input type="checkbox"/>
(2) Have at least four signed copies of contract been prepared?	<input type="checkbox"/>	<input type="checkbox"/>
(3) Have the parties to the contract been designated appropriately? Are signatures, addresses and titles complete?	<input type="checkbox"/>	<input type="checkbox"/>
(4) Has the budget certificate been correctly completed, including appropriate fiscal year funding, the original funding source if it is a reimbursement, and the signature of the accounting officer?	<input type="checkbox"/>	<input type="checkbox"/>
(5) Is contract consistent with bid documents?	<input type="checkbox"/>	<input type="checkbox"/>
(6) Is evidence of advertising (including the California State Contracts Register) attached?	<input type="checkbox"/>	<input type="checkbox"/>
(7) Has the IRS, Federal I.D., or Social Security number been obtained if contractor is an individual or partnership? Also, has Vendor Data Record (Form 204) been completed?	<input type="checkbox"/>	<input type="checkbox"/>
(8) Are retention funds being withheld if appropriate?	<input type="checkbox"/>	<input type="checkbox"/>
(9) Has a Contract Award Report (State Form 16) to Dept. of Fair Employment and Housing been completed if cost exceeds \$5,000?	<input type="checkbox"/>	<input type="checkbox"/>
(10) Has the Nondiscrimination Clause or State Standard Form 17A been included?	<input type="checkbox"/>	<input type="checkbox"/>
(11) Is the Contractor's Statement of Compliance included in the bid form or with State Form 19?	<input type="checkbox"/>	<input type="checkbox"/>
(12) Is the Drug-Free Workplace Certification Statement (or Standard Form 21) included?	<input type="checkbox"/>	<input type="checkbox"/>
(13) Has a Lease/Purchase Analysis been prepared, if appropriate?	<input type="checkbox"/>	<input type="checkbox"/>
(14) Has resolution been attached when contracting with board-controlled entities or local governments?	<input type="checkbox"/>	<input type="checkbox"/>
(15) Have any changes, corrections, alterations, or strike-overs been initialed by both parties?	<input type="checkbox"/>	<input type="checkbox"/>
(16) Is contract in compliance with Small Business and DVBE provisions?	<input type="checkbox"/>	<input type="checkbox"/>
(17) If contract is for more than one fiscal year, is non-appropriation clause included that agreement is "subject to availability of funds?"	<input type="checkbox"/>	<input type="checkbox"/>
(18) On contracts over \$10,000 has the provision that the contract is subject to audit been incorporated into contract?	<input type="checkbox"/>	<input type="checkbox"/>
(19) Has NLRB certification provision been incorporated into contract?	<input type="checkbox"/>	<input type="checkbox"/>
(20) Payments for services		
A. Are payments to be made in arrears?	<input type="checkbox"/>	<input type="checkbox"/>
B. Have basis, time, and method of payment been stated?	<input type="checkbox"/>	<input type="checkbox"/>
C. Has the maximum liability under the contract been specified (lump sum or amount not to exceed)?	<input type="checkbox"/>	<input type="checkbox"/>
(21) Are commencement and termination dates correctly expressed? Is there a clause authorizing the CSU to terminate the contract before the end of the contract period (on Multi-year contracts)?	<input type="checkbox"/>	<input type="checkbox"/>
(22) Has the location of the services to be performed been clearly defined?	<input type="checkbox"/>	<input type="checkbox"/>

	In Compliance	Not Applicable
(23) Has contract avoided unspecified contingent liability (hold harmless and indemnification provisions favoring only the contractor, a non-quantifiable escalation clause, and any arbitration clause)?	<input type="checkbox"/>	<input type="checkbox"/>
(24) On contracts where the campus is performing a service,		
A. Has statement that the University shall be reimbursed for all costs as required been included?	<input type="checkbox"/>	<input type="checkbox"/>
B. Has budget certificate reflecting the reimbursement account been completed and signed?	<input type="checkbox"/>	<input type="checkbox"/>
(25) Has the required language to prohibit contracting with illegal immigrants been incorporated into the contract?	<input type="checkbox"/>	<input type="checkbox"/>
(26) Consulting Agreements		
A. Has potential conflict of interest been explored?	<input type="checkbox"/>	<input type="checkbox"/>
B. Has a disputes clause been included?	<input type="checkbox"/>	<input type="checkbox"/>
(27) Insurance Requirements		
A. Has certificate been included for hazardous nature contracts?	<input type="checkbox"/>	<input type="checkbox"/>
B. Does endorsement contain all required provisions?	<input type="checkbox"/>	<input type="checkbox"/>
C. Is State property adequately protected	<input type="checkbox"/>	<input type="checkbox"/>
(28) Amending an Existing Contract		
A. Is amendment dated on or before effective date of change?	<input type="checkbox"/>	<input type="checkbox"/>
B. Has budget certificate been completed properly?	<input type="checkbox"/>	<input type="checkbox"/>
C. Have copies of original agreement and prior amendment face pages been included?	<input type="checkbox"/>	<input type="checkbox"/>
(29) Tax Exempt Financing or Auxiliary Operating Agreements		
A. Has CSU model language been used?	<input type="checkbox"/>	<input type="checkbox"/>
B. If A. is "no," has draft been approved by Chancellor's Office, CS&P?	<input type="checkbox"/>	<input type="checkbox"/>
(30) Public Works Contracts Additional Requirements		
A. Is date of contract consistent with bid opening and date of bonds?	<input type="checkbox"/>	<input type="checkbox"/>
B. Are exhibits properly paged, identified, incorporated into the contract, and physically attached?	<input type="checkbox"/>	<input type="checkbox"/>
C. Do copies of advertisements, newspapers, trade papers, prevailing wage rates accompany contract?	<input type="checkbox"/>	<input type="checkbox"/>
D. Is copy of advertisement in California State Contracts Register attached?	<input type="checkbox"/>	<input type="checkbox"/>
E. Have affidavits verifying notifications of builders exchange been attached?	<input type="checkbox"/>	<input type="checkbox"/>
F. Have required bonds (bid-payment-performance) been included and signed by contractor? Are the bond agents authorized for business in California?	<input type="checkbox"/>	<input type="checkbox"/>
G. Does bond include power of attorney for surety certified as of date bond is executed? (Properly notarized and jurat, acknowledgment, attached to bond)	<input type="checkbox"/>	<input type="checkbox"/>
H. Is payment bond dated on or after date of agreement?	<input type="checkbox"/>	<input type="checkbox"/>
I. Amendments - have payment and performance bond been increased to satisfy the 50% legal requirement?	<input type="checkbox"/>	<input type="checkbox"/>
J. Insurance - is evidence of insurance naming State and CSU as additional insured attached?	<input type="checkbox"/>	<input type="checkbox"/>
K. Designated materials must list any brand names preferred followed by "or equal."	<input type="checkbox"/>	<input type="checkbox"/>
L. Has Contract Award Report (Form 16) been submitted to Department of Fair Employment and Housing?	<input type="checkbox"/>	<input type="checkbox"/>
M. Has DAS Form 13, Extract of Public Works Contract Award, been completed? (Over \$30,000)	<input type="checkbox"/>	<input type="checkbox"/>