Professional/Technical Agreement CLM Checklists

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CITY OF ALBUQUERQUE | PURCHASING DIVISION

CREATE PT SERVICES CONTRACT INTAKE FORM: This option is for when you are creating a brand new PT, using the CLM PT template.

Intake Section	Activity
Supplier	Make sure the supplier is set up in PeopleSoft. Please be careful and select the correct supplier. You cannot change the supplier once the intake form is submitted.
	Conduct a SAMS check in accordance with Attachment A, upload results to the intake form. Guidance is located on our SharePoint here.
	You will need the following supplier contact information: • Contact name • Email address • Phone number • Mailing address • Number of signers (make sure you confirm this number before starting, as this number cannot change once the intake form is submitted)
Contract Information	You will need to obtain the following information before starting: • Contract start date • Contract end date • Contract Amount • Commodity code - this is the code you usually choose in PeopleSoft. There is a list located on the Everything DocuSign SharePoint located here: • Recitals – these are the whereas clauses, and are statements that give background information about the intent of your contract. Briefly tell, what does the City want and how is the contractor going to do it? We have included sample recitals, but you are not limited to that language, add to them if needed. • Scope of Services: this is where you tell the supplier the details about the services you want. Make sure to provide information like performance measures, deliverables, timelines, and preferred format of reports, etc. Be clear on what you want the supplier to do. • Contract Summary – provide a short summary of the services so the initial approvers have an idea what this contract is for before approving. This information will pull from the intake form onto the Request for Approval. The supplier and amount will also pull from the intake form, so it isn't necessary to duplicate that information. Please be careful in drafting your summary. If your contract is up to $55,000 this summary will go to your Director and the CPO. If your contract is above $55,000, this summary will also go to the CAO. **Do not copy and paste the scope of services here, this is intended for a short summary only.** • Funding information – this information confirms that budget exists for this contract. You should have this information prior to submitting a contract, but if you have not been provided this information, it can be entered at the Fiscal step in the workflow.

	• Be sure to confirm whether the funding source is from a federal grant – it is important to understand whether procurement needs to be federally compliant and if language specific to federal contracts needs to be included.
Insurance	You will need to know if there be any changes from the standard insurance coverages. See Attachment B for standard risk coverage. If you feel that the standard coverage should be changed, you will need to explain to Risk Management why there are changes within the intake form. This activity replaces any separate waiver requests as stated in the policy located here.
	FYI: You will no longer need to submit a workers' compensation form. There is standard language in the PT template that addresses this coverage.
Attachments	Exhibits – will route with the agreement in the workflow, move into the DocuSign envelope when your contract is ready for signatures, and become part of the executed agreement.
	Insurance – You will need the Certificate of Insurance to upload into CLM during intake submission.
	Internal Documents – these are the supporting documents that will route with the agreement in the workflow for approvals in CLM, but will not travel to execution in Envelopes or become part of the executed agreement.

IMPORT EXTERNAL AGREEMENTS:

LEGACY UPLOAD: This option is for when you have a contract that you processed prior to CLM going live, and you need to upload it into CLM so you can generate a CLM number. This is usually because you have to submit an amendment to this agreement.

Intake Section	Activity
Supplier	Make sure the supplier is set up in PeopleSoft. Please be careful and select the correct supplier. You cannot change the supplier once the intake form is submitted.
	You will need the following supplier contact information: • Contact name • Email address • Phone number • Mailing address
Contract Information	You will need the original fully-signed agreement as well as all fully-signed supplements. You will do **<u>ONE UPLOAD</u>** of the original with all supplements in in the intake form.
	You will need to obtain the following information before starting: • Contract start date • Contract end date • The total amount of the contract (including all supplements) • Commodity code - this is the code you usually choose in PeopleSoft. There is a list located on the Everything DocuSign SharePoint located here: • Recitals – these are the whereas clauses, and are statements that give background information about the intent of your contract. Briefly tell, what does the city want and how is the contractor going to do it? We have included sample recitals, but add to them if needed. • Scope of services – this is where you tell the supplier the details on the services you want. Make sure to provide information like performance measures and deliverables, timelines, and preferred format of reports, etc. Be clear on what you want the contractor to do. • Contract Summary – provide a short summary of the services for the original contract. • Funding information– this information confirms that budget exists for this contract. You should have this information prior to submitting a contract, but if you have not been provided this information, it can be entered at the Fiscal step in the workflow.

IMPORT EXTERNAL AGREEMENTS:

<u>Vendor Paper: </u>This option is for when you need to process a contract, but will be using the vendor's contract, not the CLM PT template.

Intake Section	Activity
Supplier	Make sure the supplier is set up in PeopleSoft. Please be careful and select the correct supplier. You cannot change the supplier once the intake form is submitted.
	You will need the following supplier contact information: • Contact name • Email address • Phone number • Mailing address • Number of signers (this number cannot change once the intake form is submitted).
Contract Information	You will need to obtain the following information before starting: • Contract start date • Contract end date • Contract Amount • Commodity code - this is the code you usually choose in PeopleSoft. There is a list located on the Everything DocuSign SharePoint located here: • Contract Summary – provide a short summary of the services so the initial approvers have an idea what this contract is for before approving. This information will pull from the intake form onto the Request for Approval. The supplier and amount will also pull from the intake form, so it isn't necessary to duplicate that information. Please be careful in drafting your summary. If your contract is up to $55,000 this summary will go to your Director and the CPO. If your contract is above $55,000, this summary will also go to the CAO. **<u>Do not copy and paste the scope of services here, this is intended for a short summary only.</u>** • Funding information– this information confirms that budget exists for this contract. You should have this information prior to submitting a contract, but if you have not been provided this information, it can be entered at the Fiscal step in the workflow.
Insurance	You will need to know if there are any changes from the standard insurance coverages. If so, you will need to explain the reasons for the changes to Risk Management within the intake. This replaces any separate waivers. You will need to identify the page numbers in the vendor paper where it references our standard insurance language.
	FYI: You will no longer need to submit a worker's compensation form. There is standard language in the PT template.
Attachments	Exhibits – will route with the agreement in the workflow, move into the DocuSign envelope when your contract is ready for signatures, and become part of the executed agreement.

	Internal Documents – these are the supporting documents that will route with the agreement in the workflow for approvals in CLM, but will not travel to execution in Envelopes or become part of the executed agreement.
	Insurance – You will need the Certificate of Insurance to upload into CLM during intake submission.

CREATE PT AMENDMENT INTAKE FORM: This option is for when you need to amend an existing contract. Be sure you do the Legacy Upload FIRST if you are amending a contract that was not created in CLM..

Intake Section	Activity
Original Contract	You will either be entering the original contract number created in CLM, or the Legacy Upload parent agreement number you created since the original contract was created outside of CLM. **<u>PLEASE NOTE</u>**: • When submitting a Legacy Upload, the parent agreement will not be available to view in the Amendment Intake Form for an hour. • You cannot amend an agreement that has not been fully executed.
Contract Information	Once you insert the original contract number, all of the supplier and contract information from the original contract will populate. Please review and confirm the information is correct. Please be careful when checking this information. You cannot change it once the intake form is submitted.
Summarized Changes	This field is similar to the contract summary. You will enter a brief description on what is changing on the original contract and if you are adding funds, the amount of the original contract and how much you are adding. Please specifically state that this is an amendment and be careful in drafting your summary. The summarized changes will go to your Director and CPO if the contract does not exceed $55,000. The summarized changes will also go to the CAO if the amended contract amount is above $55,000.
Supplier Signer	You will need to enter the following information for the supplier's signer: • Name • Email address • Phone number (optional)
Contract Information	You will need to obtain the following information before starting: • Contract start date • Contract end date • Total Amendment Amount (if you are not adding money to this amendment, leave it at $0.00). • Commodity code - this is the code you usually choose in PeopleSoft. There is a list located on the Everything DocuSign SharePoint located here: • Amendment recitals -- these are the whereas clauses, and are statements that give the background information about the intent of the changes to your contract. Briefly tell, what did the City change? Did it add funds? We have included sample recitals, but add to them if needed. • Funding information– this information confirms that budget exists for this contract. You should have this information prior to submitting a contract, but if you have not been provided this information, it can be entered at the Fiscal step in the workflow. Whether the funding source is federal – it is important to understand

	whether procurement needs to use a federal method and if language specific to federal contracts needs to be included.
Attachments	Exhibits – will route with the agreement in the workflow, move into the DocuSign envelope when your contract is ready for signatures, and become part of the executed agreement
	Internal Documents – these are the supporting documents that will route with the agreement in the workflow for approvals in CLM, but will not travel to execution in Envelopes or become part of the executed agreement.
	Insurance – You will need the Certificate of Insurance to upload into CLM during intake submission.