

## **Some General Contract Compliance Requirements**

**1. Contracts, Amendments & Contract management must comply with:**

- *RCW*
- *County Code*
- *Eight Executive Contract Mgt Policy & Procedures (P&P)*
- *Procurement Manual*
- *Contract Terms & conditions*

**2. Executed Amendments required:**

- *When scope is added, deleted or revised & before work performed*

**3. Cost/Price Analysis required (contracts & amendments over 150K)**

**4. Independent cost estimates required for contracts & amendments**

**5. File Documentation demonstrates scope & costs specifically negotiated**

**6. Project Control Officers (PCO's) review Contracts & Amendments**

- *Contract value under 2M - Department PCO's*
- *Contract value over 2M - Finance PCO*
- *Provide independent evaluation of compliance w/ P&P*

**7. PCO review includes:**

- *Checking scope for clear deliverables*
- *Testing Costs for reasonability*
- *Spot checking contract & amendment file documentation*
- *Evaluation & reporting on compliance with all Contract Mgt P&P*

**8. Amendment/Change Orders (over 10%) Justified**

- *Project Mgr completes justification form*
- *Dept Director reviews/signs prior to amendment/change order execution & work*
- *Mgt kept informed prior to committing County funds*