

## Checklist for CTE Enhancement Fund Contracts



### Completed Contract

designated contacts on page 7 of contract

Identified primary point of contact and fiscal/administrative point of contact

(may be the same person)

Identified who must sign off on contract changes to the amount of the contract and who must sign off on changes to the scope of the contract when these changes don't affect the amount of the contract (May simplify signature process for these changes)

signature page (page 8)

Signed by person authorized to sign contracts on behalf of your district

You may add additional names/signatures

### Completed Exhibit C - Scope of Work

Summary page

Signature, name, title, email of person approving budget and scope of work

This is a shared document, so we have direct access to to all the detail. We only need a copy of the signed summary page, **not** all the other pages.

Completed W-9 form (available at this link)

Completed Vendor Information Form (available at this link)

Certificates of Insurance

Worker's Comp

General Liability

Automobile Liability

We prefer to receive everything electronically, but hard copy is acceptable as well. If submitting electronically, email to [bay-ef@baccc.net](mailto:bay-ef@baccc.net) You can send these piecemeal or all at once.

If sending by mail or other surface carrier, address to:

Rock Pfothenauer

Cabrillo College

6500 Soquel Drive

Aptos, CA 95003

Questions? Email [bay-ef@baccc.net](mailto:bay-ef@baccc.net) or call Rock at 831-479-6482

You can check the status of your contract on our [BACCC CTE EF Grant Tracking Sheet](#)