

Proposed Contract Review and Approval Process adopted 11/15/02

This document updates CNPS's contract review and approval process. The intent of this update is to bring this process into conformance with the current organizational structure, and to expedite chapter contract review and approval while insuring appropriate state involvement.

The following table provides a summary of the different types of contracts, those who should be involved in review of each, and those who are authorized to execute each.

A separate, subsequent process will be proposed to deal with hiring and oversight of employees and contractors, particularly those retained by chapters.

Entity	Type or Agreement	Minimum Reviewing Parties	Approval Required by	Signatory	Comments
State	Memorandum of Agreement/Understanding (MOA/ MOU) in which no funds or services are unequivocally committed	Executive Director, Legal Advisor, Insurance Contact	Executive Director	Executive Director or Officer of the Board	Gives discretion to Executive Director incase where resources are not unequivocally committed.
	Short-term rental of a facility	Executive Director with Legal Advisor and Insurance Contact at discretion of ED	Executive Director	Executive Director or Officer of the Board	Gives discretion to Executive Director for short-term commitments.
	Long-term rental of a facility	Executive Director, Legal Advisor, Insurance Contact	Executive Director and President	Executive Director or Officer of the Board	Increases oversight with longer term commitment.
	Contracts for services under \$5,000	Executive Director with Legal Advisor and Insurance Contact at discretion of ED	Executive Director	Executive Director or Officer of the Board	Gives discretion to Executive Director for lower value commitments.
	Contracts for services \$5,000 and above	Executive Director, Legal Advisor, Insurance Contact	Executive Director and President	Executive Director or Officer of the Board	Increases oversight with higher value commitment.
	Publications Fund contracts	Executive Director, Legal Advisor, Director of Education, Book Publication Manager	Executive Director	Executive Director or Officer of the Board	Includes relevant program managers in the review process
Chapter	Memorandum of Agreement/Understanding (MOA/MOU) in which no funds or services are unequivocally committed	Executive Director with Legal Advisor and Insurance Contact at discretion of ED	Executive Director	Executive Director may delegate to Chapter President	Provides oversight to Chapters while supporting their autonomy.
	Short-term rental of a facility	Executive Director with Legal Advisor and Insurance Contact at discretion of ED	Executive Director	Executive Director may delegate to Chapter President	Provides oversight to Chapters while supporting their autonomy.
	Long-term rental of a facility	Executive Director, Legal Advisor, Insurance Contact	Executive Director	Executive Director may delegate to Chapter President	Provides oversight to Chapters while supporting their autonomy. Increases reviewing requirements with increased risk.
	Contracts for services under \$2,000	Executive Director with Legal Advisor and Insurance Contact at discretion of ED	Executive Director	Executive Director may delegate to Chapter President	Provides oversight to Chapters while supporting their autonomy.
	Contracts for services \$2,000 and above	Executive Director, Legal Advisor, Insurance Contact	Executive Director	Executive Director may delegate to Chapter President	Provides oversight to Chapters while supporting their autonomy. Increases reviewing requirements with increased risk.