

LOS RIOS COMMUNITY COLLEGE DISTRICT
Service Agreement Certification Form

Requisition No 0001041667
Description of Services Diagnostic
equipment for Viticulture Program

As of January 1, 2003, Education Code Section 88003.1 restricts the District's ability to contract for services. Before a requisition can be processed, the following certificate must be completed indicating that the required service meets the Ed Code criteria.

Section I

The requisition will not go forward for processing unless you answer yes to at least one of the questions below:

- | | Yes | No |
|--|-----|----|
| 1. Is this a continuing Service Agreement that was in place before January 1, 2003? | | 1. |
| 2. The Legislature has specifically mandated or authorized the service to be contracted out. | | 2. |
| 3. The necessary services are either unavailable within the District workforce, cannot be satisfactorily performed by employees, or are very highly specialized. | | 3. |
| 4. The services are incidental to a contract for the purchase of real or personal property, for example a service contract for office equipment. | | 4. |
| 5. Contracting out is necessary to avoid a conflict of interest or other legal problem, or where an outside perspective is needed. | | 5. |
| 6. The service is needed to respond to an emergency. The contract shall be no longer than sixty days. | | 6. |
| 7. The contractor will provide equipment, materials, facilities or support services that could not feasibly be provided by District staff. | | 7. |
| 8. The services are so urgent, temporary or occasional that the delay in the District's hiring process would frustrate the purpose. | | 8. |

Section II

If the services do not fall within one of the above exceptions, the requisition will not go forward unless you answer yes to all of the following questions:

- | | Yes | No |
|--|-----|-------|
| 1. There clearly will be actual overall cost savings. | | 1) a. |
| a. The District must consider the salaries and benefits of additional staff and the cost of additional space, equipment and materials. | | b. |
| b. The District shall not include the District's indirect overhead costs, unless those costs would be exclusively caused by the work. | | c. |
| c. The District shall include the District's costs of supervising, inspecting or monitoring the contractor. | | |
| 2. The services are not being contracted out solely to save money. | | 2. |
| 3. The contract does not cause the displacement of District employees. | | 3. |
| 4. The savings must be large enough that market fluctuations will not tip the balance. | | 4. |
| 5. The amount of savings must clearly justify the size and duration of the contract. | | 5. |
| 6. The contract must be publicly bid. | | 6. |
| 7. The contract includes specific qualifications of the staff that will perform the work and includes nondiscrimination provisions. | | 7. |
| 8. There is minimal risk of contractor rate increases. | | 8. |
| 9. The contract is with a firm. | | 9. |
| 10. The potential economic advantage of contracting out is not outweighed by the public interest in having the work done in-house. | | 10. |

If the services do not qualify under Section I or II, then the services must be completed by District staff and the requisition cannot be processed.

Certified by: Gregory McCormac
(Dean or other Authorized Signature)

Date: _____