CONTRACT PROCESS FLOWCHART *for planning purposes, this process is estimated to take 2-4 weeks*

1.
AGENCY

Works with Attorney and Supplier to develop contract

2.
ATTORNEY

Approves contract as to form (AATF)

3.
AGENCY

Sends approved contract to Supplier for signature

4.
AGENCY

Delivers AATF contract, signed by Supplier with Agency authorization and Contract Notification Form to C&P

5.
C&P

Reviews contract and enters into PeopleSoft

6.
C&P

Takes contract to Mayor or designee for signature

7.
C&P

Approves fully executed contract in PeopleSoft and scans contract into SharePoint

8.
C&P

Sends fully executed contract to Agency

9.
AGENCY

Sends fully executed contract to Supplier

10.

COMPLETED

SALT LAKE COUNTY
CONTRACTS & PROCUREMENT

Updated 7.9.19