

AGREEMENTS TRANSMITTAL PROCEDURES

Title: Current Agreement Workflow, AgreeDB, and Related Laserfiche Procedures

Departments Affected: All employees and departments that initiate agreements on behalf of the Town of Marana.

Objective:

Provide clarity on the current agreement process and approval process; streamline tracking and agreement management for all agreement type and supplementary documents. This will work to digitize key data and track all agreements and supporting documents after their execution to provide easier accessibility and notifications of upcoming tasks.

Definitions:

- Agreements: Referencing contracts, agreements, and grant awards; treated in the same manner, but strictly referenced as Agreements to avoid confusion.
- Generating Department: Department that is initiating an agreement.
- Agreement Owner: Person within the generating department that is responsible for the agreement through its lifespan and completion of agreement tasks (regardless of the task assignee).
- Supplementary Documents: Amendments, Addendums, Task Orders, Change Orders within the AgreeDB system.
- Task Assignee: Potentially a different person than Agreement Owner. Task Assignee (when different from an agreement owner) is delegated to complete the assigned tasks related to the agreement and/or supplementary documents. Agreement Owner and assignee must be from the same generating department.

Current Process leading up to Approval:

- Departments that initiate agreements are responsible for the workflow, status, and document submission to the Town Clerk Office or Finance Department for AgreeDB and Laserfiche to ensure the agreement has properly been recorded and is properly being tracked.
- All agreements shall be reviewed by the legal department; timing is dependent upon the individual agreement.
- Workflow Route Process:
 1. Department and/or management approval for agreement initiation.
 2. Agreement Process (three routing mechanisms that could overlap); must follow town procurement policies including but not limited to the \$2,500, \$25,000 thresholds.
 - a. *Interdepartmental Routing Process (includes receipt of IGAs & MOUs)*
 - i. Department must ensure all proper documents and signatures are completed.
 - ii. Agreement Owner must turn in Agreement Transmittal Form to the Town Clerk's Office or Finance with the original or copy of the agreement, or supplementary document.
 - iii. Must submit additional Agreement Transmittal forms for each change to the Agreements such as Amendments, Addendums, Task Orders, or Change Orders.
 - b. *Finance's Procurement Routing Processes*

- i. Procurement is responsible for determining the agreement method: Request for Proposal (RFP), RFB (Request for Bids (RFB), Job Order Contracting (JOC), Cooperative (Linking) Agreement, or original Marana agreement through Request for Proposal (RFP), Request for Quote (RFQ), etc. based on town policy regarding purchasing price and other considerations.
 - ii. Finance's procurement officer will be responsible for the workflow of selection, administering and closing procurements and agreements.
 - iii. The Procurement Officer will work one-on-one with the Agreement Owner to complete the Agreements Transmittal Form for agreements or supplementary documents related to AgreeDB sections within the form.
 - iv. The procurement officer will turn in the Agreements Transmittal Form to Finance Department for AgreeDB submission.
- c. *Town Council Approval Process (If Required)*
- i. If an agreement is required to go to Council then the generating department must submit the Agreement Transmittal Form in two forms:
 1. After following steps listed above, generating department is required to submit Agreement Transmittal Form into AgendaQuick for review by Finance.
 - o In this instance, when submitting the Agreement Transmittal to through AQ to be reviewed for consideration on a Council Agenda, the TOM Generating Department will upload the form into AgendaQuick (located in the Resource section of AgendaQuick) as an Attachment, and number the Attachment Agreement Transmittal #Zero (0) (numerical value).
 - o Town Clerk's Office will then:
 - check for Agreement Transmittal to ensure completeness.
 - remove it as an attachment from the agenda item.
 - Upon Council approval of the item, the Town Clerk's office will route the agreement for signature to the second party.
 - once received from the second party, the Records Division will upload the item to Laserfiche and update AgreeDB.
 - Records Division staff will record the item in both systems according to the parameters provided by the Generating Department as provided on the Agreement Transmittal.
 2. Must attach a physical copy of the Agreement Transmittal form to the physical agreement documents that Town Clerk's Office will be signing.

General AgreeDB Information:

- The Agreement Transmittal form shall be used for every agreement and every change to an agreement (as well as supplementary documents).
- Agreement owners are responsible for filling out the Agreement Transmittal Form in its entirety with all relevant information in Sections I-III. More details in the next section of this document: “How to Complete an Agreement Transmittal Form.”
 - Only Finance and Town Clerk’s Office has editing abilities within AgreeDB and will transcribe the information as provided on the form.
 - Limited number of employees will have viewable access within AgreeDB.
- The Town Clerk’s Office and Finance Department are both responsible for the review of the Agreement Transmittal Form dependent on the workflow route.
 - Both departments reserve the right to return the form to the TOM Generating Department for being incomplete, inaccurate, or issues that would prevent accuracy and efficiency to the systems.
 - When there is a concern related to the availability of agreement documents, it is advisable to contact the Finance Department before submitting the Agreement and Agreement Transmittal.

How to Complete an Agreement Transmittal Form:

- Agreement Transmittal form is located in the following TOM folder: **M:\Forms\Agreement Transmittal.**
- Sections within the Agreements Transmittal Form
- There are five distinct sections within the Agreements Transmittal Form:
 - *Basic Information (I)*: this section will provide quick facts about an agreement
 - Required Basic Information:
 - Agreement/Department Title
 - 100 words or less
 - Do not repeat information already provided within the document (i.e. fiscal year, department, agreement type, etc.)
 - TOM Generating Department
 - Staff Name and Department, this will be the permanent agreement owner
 - Type of Agreement
 - Check the appropriate and only one Agreement Type:
 - Agreement Types: General Services, Funding Agreement, Professional/Technical, Supplies&Equipment, Construction/C.I.P, Government Related, Lease Agreement, Development Related, Telecommunication, Employment Related, Property Related, Utilities/Water Related, Other.
 - Other Basic Information:
 - Fiscal Year/Calendar Year is in relation to the agreements specified year
 - Please put 99 if this is older than 2019 or forward

- Vendor Contact Information: Name, MUNIS Vendor #, Email/Phone Number
 - Agreement Start Date
 - Agreement Expiration Date
 - MUNIS Project Name and MUNIS Project Number
 - Outside Agency Project Number
 - Supplementary Document
 - Supplementary documents for agreements require a transmittal for each document.
 - Outside Agency Project Number
 - Indicate if it is a cooperative (linking) agreement, externally initiated agreement, or Marana originating agreement.
- *AgreeDB Task and Notification (II)*: that will be used to send deadline and other pertinent information
 - *Tasks*: These are tasks that must be completed after the execution of the process and are recorded to ensure quality control.
 - General Compliance:
 - Agreement Payment Terms
 - Notice to Proceed
 - Bond Updates
 - Certificate of Insurance
 - Agreement Renewal
 - *Task Notes*: Each task has a note section. In this section, it provides the TOM Generating Department an opportunity to supply more details to help clarify the context when a notification arrives at a future point.
 - *Task Assignee*: May be different than the agreement owner, but both parties must be from the same generating department. Must have the authority to delegate an agreement task. Ultimately, outstanding tasks will be a reflection of the agreement owner if not completed.
 - If there are task delegations then it must be written clearly in the note section which person is being delegated which tasks.
 - *Notifications*: For every task you can opt into notifications that will be sent directly to your outlook calendar (emailed from agreedb@maranaaz.gov) as a meeting invite at 7am the day of the notification.
 - Task notifications will be sent out to the Task Assignee. If Task Assignee is different than the Agreement Owner then the Agreement Owner will not receive the task notification.
 - Agreement Owners can request a report from Finance or Town Clerk's Office to track task statuses. Agreement Owners can also view task statuses within AgreeDB for follow-up information (if given access to the system).
 - Notification frequencies for all AgreeDB tasks are 30, 60, 90, 120 days. When the frequency is not selected, then the

- Agreement/Department Title and Agreement Name are two separate identifiers.
- Agreement Titles are assigned by department (not to exceed 100 words and cannot repeat other information provided on the form)

(3) *MUNIS Vendor Name*

- AgreeDB will auto populate the MUNIS Vendor Name into the Agreement Name.

Example: Automated Agreement # and Supplementary Doc #

AGREEMENT # (YYNNNN)	AGREEMENT TITLE	VENDOR NAME
190001	Gladden Farms II	FC/M Gladden Farms II L.L.C.
AD, AM TO, or CO # (YYNNN.NN)	AD, TO, or CO # TITLE	Vendor Name
190001.01	Gladden Farms II Assessment Allocation, Reallocation, and Bonds AD	FC/M Gladden Farms II. L.L.C.

- Agreement Owners: Can be changed by first sending an email to Finance or Town Clerk’s Office to forward Agreement notifications (meeting invites).
 - Send Finance or Town Clerk’s Office the current Agreement Owner’s name and the New Agreement Owner’s name.
 - Must be specific if all agreements are being transferred to another person or list the Agreement Names that are changing.
 - Upon the New Agreement Owner’s receipt of notifications the generating department is to submit a HelpDesk Ticket, specifying if all agreements are to be transferred from a current agreement owner to a new agreement owner.
 - Must be specific if all agreements are being transferred to another person or list the Agreement Names that are changing.
 - If a HelpDesk Ticket is only submitted or completed first then the new Agreement Owner will not receive any notifications of earlier inputted tasks that need to be completed and there is a potential that those notifications cannot be found if the HelpDesk has already successful transferred all agreements to the New Agreement Owner.

Other Tasks:

- Agreement Owner’s must fill out:
 - *Retention/Destruction Date*: Retention Schedule Number, Record Series Title, Item #, destruction eligible date, if known.
 - *Laserfiche Location / Folder Path*: this field provides the generating department an opportunity to inform the Records Division where the digital copy of the agreement will be stored in Laserfiche.
 - *Document Linking*: Linking to Authorizing Resolution, Resolution Number. If an agreement is approved by Council, the authorizing resolution can link to the fully executed digital copy of the agreement in Laserfiche.
 - *Location of Record*: Physical Location of Original Document (Town Clerk’s Office, Finance, and/or Department Files).

- *Recordation Information:* Date Recorded, Record Sequence No., Special Instruction Notes
- Each of the listed categories above has Special Instruction Notes if an agreement owner or Finance or Record's Divisions would like to provide special instructions.
- All administrative staff members have view only access rights to the entire Laserfiche repository and can view any agreement stored in the repository.

Department Responsibilities:

- **Generating Department will**
 - Ensure Agreements meet the appropriate workflow and approval process.
 - Fill out the Agreement Transmittal form with all available information.
 - Seek information before submitting it.
 - Be responsible for the agreements throughout its lifespan.
 - Follow the two step process any time an Agreement Owner is changed.

- **Legal Department will**
 - Review agreements throughout the workflow process as necessary.
 - Provide legal advice and/or interpretation of agreement details.
 - Provide assistance if requested in filling out Agreement Transmittal forms, but are not responsible for submitting the document or the agreement compliance throughout its lifespan.

- **Finance Department will**
 - Access the AgreeDB system to transcribe agreement information or supplementary documents into AgreeDB when agreements are NOT routed to Council.
 - Work with the Generating Department to ensure Agreements Transmittal Forms are filled out appropriately.
 - Initial the transmittal upon receipt.
 - Include the auto-generated AgreeDB No. on the transmittal upon receipt from the AgreeDB system
 - Input supplementary forms once approved and sent by agreement owner.
 - Forward a copy of the Agreement Transmittal to Town Clerk's Office to be entered into Laserfiche.
 - Manage the Agreement Calendar and notifications; in cases of agreement owner changes, forwarding relevant meeting invites to the New Agreement Owner.
 - Will attempt to locate the original agreement when a supplementary document is submitted.

- **Town Clerk's, Record's Division staff will**
 - Access the AgreeDB system to transcribe agreement information into AgreeDB when agreements are routed to Council
 - Include the auto-generated AgreeDB No. on the transmittal upon receipt from the AgreeDB system
 - Enter the data into Laserfiche from the Agreements Transmittal Form.
 - Create a label and file folder for the approved agreement and any accompanying attachments for those maintained in the Town Clerk's Office (for those agreements filed in the Clerk's Office)

- According to the instructions provided by the generating department, place the agreement on file, or send the agreement back to the department for filing.
- Manage the Agreement Calendar and notifications; in cases of agreement owner changes, forwarding relevant meeting invites to the New Agreement Owner.
- Will attempt to locate the original agreement when a supplementary document is submitted.