



# SCHEDULE T CONTRACT SUMMARY TRANSMITTAL\*

FOR USE BY ALL CITY AGENCIES AND DEPARTMENTS FOR PROCUREMENT, CONSTRUCTION AND PROFESSIONAL SERVICES CONTRACTS

- 1. Agency: \_\_\_\_\_ Department: \_\_\_\_\_
- 2. Project Name: \_\_\_\_\_ Project Amount: \_\_\_\_\_
- 3. Budget / Funding: ( \*\* Multiple Funding Sources - Complete Additional Funding Section on Page 2 )  
Fund #: \_\_\_\_\_ Org #: \_\_\_\_\_ Account #: \_\_\_\_\_ Project #: \_\_\_\_\_ Program #: \_\_\_\_\_ Encumbrance Amount \$: \_\_\_\_\_
- 4. Project Manager / Responsible Employee Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone: \_\_\_\_\_ email: \_\_\_\_\_
- 5. Supervisor / Direct Report or Alternate Employee Contact:  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_ email: \_\_\_\_\_
- 6. Consultant / Contractor Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_ email: \_\_\_\_\_
- 7. Type of Contract (Mark X): Professional Service:  Construction:  Commodities:  Technology:
- 8. Statement of Contract Goal / Purpose: \_\_\_\_\_
- 9. Actual or Estimated Notice To Proceed (NTP) Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_
- 10. Resolution Number: \_\_\_\_\_ Resolution Date: \_\_\_\_\_
- 11. Location of the Contract Documents: \_\_\_\_\_

**THIS PORTION MUST BE COMPLETED BY THE AGENCY / DEPARTMENT AND/OR THE PROJECT MANAGER**

Insert language below regarding the evaluation of performance and/or audit requirements. For example: This contract is subject to an independent audit initiated by the City of Oakland and/or this contract will be evaluated quarterly according to the deliverables defined below.

Please attach separate sheets if required.

**Performance, Inspection, Fiscal Reporting and Audit Requirements**

<b>Performance Evaluation:</b>	
<b>Inspection Requirement:</b>	
<b>Fiscal Reporting Requirement:</b>	
<b>Audit Requirement:</b>	

	Deliverables	Date Due	Completion Date	Responsible Source (Prime, Sub, Supplier, Other)	Performance
1					
2					
3					

<b>City Representative:</b> _____ <small>(Please Print)</small>	<b>Date:</b> _____
<b>City Representative Signature:</b> _____	_____

<b>City Clerk:</b> _____ <small>(Please Print)</small>	<b>Date:</b> _____
<b>City Clerk Signature:</b> _____	_____

**\* Must be attached to the signed Contract / Agreement and the First and Final (last) Payment Requests**

## CONTRACT SUMMARY TRANSMITTAL PROCEDURE

**Note:** This Contract Summary Transmittal form must be completed and attached to the signed Contract / Agreement

**Note:** Agency / Department - Project Managers are responsible and must ensure:

Contract Compliance and Employment Services performed the following:

- 1) Compliance Analysis
- 2) Equal Benefits Determination
- 3) Living Wage Determination

**Note:** Before submission of a Contract:

Schedule M (Part A and B) must be submitted to the City Attorney's Office for written approval

- 1) Consultant / Contractor must complete Schedule M – Part A
- 2) The City Agency / Department must complete Schedule M - Part B

**Note:** A photocopy of the completed Contract Summary Transmittal form must be attached to the first and final payment request:

- 1) Photocopy the front and back of the completed Contract Summary Transmittal form
- 2) Photocopy must be attached to the back-up documentation, on the first payment request and on the final payment request that is submitted to the Finance and Management Agency / Accounts Payable Section

Contract Transmittal Procedure	Date Received	Received Initials	Date Returned	Returned Initials
Contract: Send to the City Attorney's Office for First Review				
Contract: Send to the Consultant / Contractor				
Contract: Send to the City Attorney's Office for Final Signature				
Contract: Send to the Agency / Department Fiscal Services to Encumber Funds				
Contract: Send to the Finance and Management Agency / Purchasing Division ***				
Contract: Send to the Agency / Department for Director's Signature				
Contract: Send to City Administrator's Office for Approval (for contracts over \$15,000)				
Contract: Send to City Clerk's Office				

\*\*\* All Contracts are sent to the Finance and Management Agency / Purchasing Division to ensure the required Funds are encumbered

Funds that are not encumbered may result in a delayed payment to the Consultant and/or Contractor

### \*\*Additional Funding Section

Fund Number	Organization Number	Account Number	Project Number	Program Number	Encumbrance Amount