



Commission for Arts and Culture

Contracting Process

Steps in the Contracting Process

1. Commission staff reviews the contract kit to check for inaccurate or incomplete components.
2. When a contract kit is deemed inaccurate and/or incomplete, Commission staff requests corrected materials from the nonprofit organization.
3. When a contract kit is deemed accurate and complete, Commission staff sends the contract kit to the City's Purchasing and Contracting Department for review and approval.
4. The City's Purchasing and Contracting Department verifies the completeness and accuracy of all the contract documents, all the insurance documents, and all the state/federal registration documents for each contract kit.
5. When a contract kit is deemed accurate and complete by the City's Purchasing and Contracting Department, the contract is signed and the kit is sent to the City Attorney for review and approval.
6. When a contract kit is deemed inaccurate and/or incomplete by the City's Purchasing and Contracting Department, the kit is sent back to Commission staff for troubleshooting until fixed.
7. The City Attorney verifies the completeness and accuracy of all the contract documents, all the insurance documents, and all the state/federal registration documents for each contract kit.
8. When a contract kit is deemed accurate and complete by the City Attorney, the contract is signed and the kit is sent to the City Clerk for recording.
9. When a contract kit is deemed inaccurate and/or incomplete by the City Attorney, the kit is sent back to Commission staff for troubleshooting until fixed.
10. After a contract kit is recorded by the City Clerk, Commission staff sends a paper copy of the contract kit to the nonprofit organization and attaches a digital copy of the contract kit to a purchase request in the City's accounting system.
11. Commission staff sends the purchase request to the City's Purchasing and Contracting Department for review and approval.
12. The City's Purchasing and Contracting Department approves the purchase request and issues a purchase order number, which Commission staff then gives to each nonprofit organization.
13. A nonprofit organization that possesses both a contract (signed by all the parties and recorded by the City Clerk) and a purchase order number issued by the City can begin submitting invoices to Commission staff for reimbursement.