

# Frequently Asked Questions

## Contract Encumbrance/Transmittal Form

How do I categorize construction agreements?

Please use the Engineering category.

My contract doesn't fit into the categories listed. What now?

The categories were designed to be broad based in order to limit the categories to a manageable number.

What is the difference between Contract Begin Date and Effective Start Date

The "Effective Start Date" should be the most current signature date signed by one of the two parties entering the agreement. For example, if the contract service provider signs the contract on June 1st, 2008, and the County Department being provided the services, or Approving Authority signs the contract on June 3rd, 2008, then the "Effective Start Date" would be June 3rd, 2008. In other words, the last date signed by either parties on the executed agreement, officially becomes the "Effective Start Date" of the contract. The "Contract Begin Date" is the date defined in the Terms of the Contract Agreement.

What is the definition of a Local Vendor?

Local vendor is defined as someone whose business headquarters is located in Sonoma County.

What number do I put in Vendor Number?

Use the vendor number that is in FAMIS.

What does the Lead Time for Notification mean?

The Contract Assistant Software has the ability to send out e-mails to notify the contract administrator prior to the contract expiring. The minimum amount of lead time entered will be 60 days. If you prefer a longer lead time, please indicate the amount of time needed.

What's the difference between the Accounting Contact and the Administered by fields?

In many departments, the accounting contact is the person filling out the form, as they usually notify the Auditor's office of amounts to be encumbered, etc.

The Administered by field refers to the author of the contract and/or the person who would be responsible for renewing the contract. This person or persons will receive an e-mail notifying them ahead of time of the contract that will be expiring. A planned revision of the form will have more lines for multiple e-mail contacts. Each contract can have up to 3 e-mail addresses listed for notification.

**Do I have to fill out the Key elements section?**

Yes. The contract and board agenda item usually breaks out the amount that can be paid to a vendor each fiscal year. This amount must be entered so that accurate reports on the County's future obligations can be created. This amount may differ from the amount entered under Payment information.

**Can my Department get access to the Contract Assistant Software (CSA)?**

If departments want read-only access to CSA, they may contact ISD to have it installed onto select computer(s) at their cost. However, the information in the database is limited to the yellow fields on the encumbrance form. Departments would not be able to create reports or modify the database in any way.