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

Updated 7.9.19