

## **CONTRACT TEMPLATES GUIDELINES/CHECKLIST**

1. Make sure your Administrator and Staff who work with contracts are aware of the new procedures:
  - A. All contracts should be processed through the bookkeeper (because they will need to issue a Purchase Order)
  - B. Only the Administrator and/or Principal are authorized to sign a contract, in accordance with School Board Rule limits (District Funds: \$3,000 or less); Internal Funds: Less than \$50,000)
  - C. Contract should be completed by School District employees not vendors
  - D. The contract cannot be backdated...it can only be effective on or after the last signature date
2. Choose the correct contract template on the School District Purchasing Department Intranet Site:
  - A. Read the contract – know what information is required and what you are asking for
  - B. Check for grammar, spelling and punctuation
3. First paragraph is one sentence. Insert the complete legal vendor name and align as a complete sentence/paragraph (you may remove lines to make contract look professional).
  - A. Verify that the company is registered with the State of Florida to do business: <http://www.sunbiz.org> (Your Buyer can assist you with this process)
  - B. Verify that company is in the TERMS Financial System. If they are not, ask them to complete Accounting's Vendor Application and submit it with their W-9 (copy is on the Purchasing Department website).
  - C. If the company name includes the owner's complete legal name (first and last name), then the company is not required to register with the State of Florida.
4. Description of Services: Add the complete description of services required. This should include specifically WHAT services are being provided, WHY the services are being provided, and WHO the services are going to benefit. If the description is lengthy, add an "Attachment A" to the agreement.
5. Satisfaction of Services: the Administrator's and/or Principal's name is inserted, along with name of Department or School.
6. Services Shall be Considered Complete: Add when the services are considered complete.
7. Location of Services: Insert the location where services will be rendered.
8. Term of Agreement: The start date shall be the "date last signed by both parties" or a specific date in the future and the end date for the agreement.
9. Compensation and Payment Terms Examples: Add the appropriate dollar amounts. If complicated, reference "Attachment B".
  - A. Fundraisers: Give enough information that shows what percentage is, and what you may receive for total gross sales, ex. Cash, merchandise, or specialty items. Give an estimate of monies you may receive. Include a Business Plan if you anticipate expenditures to be over your threshold (Elementary School: \$5,000; Middle School: \$10,000 and High School: \$15,000)
  - B. Complete A (fixed fee) or B (hourly rate, unit price, etc.) depending on contract services being provided. Be sure to relate the payment structure to "deliverables" or "milestones".
10. Expenses: The only time you would indicate that expenses are authorized is if an individual or individual from a company was hired to speak, consult, or train in our schools and would require travel, hotel, meals, etc. Otherwise you should select the language "are not authorized."

11. Signature Page: Type in Administrator's name and title as well as the vendor's name and title. Enter budget strip numbers where appropriate. Additional budget lines can be added by selecting the table and adding rows below.
12. Review the completed contract for accuracy.
13. Send the contract electronically to the appropriate Buyer in the Purchasing Department for review and approval. The Buyer Responsibility List is on the Purchasing Department Website. The Buyer is responsible for verifying that the company is registered properly with the State of Florida in [www.sunbiz.org](http://www.sunbiz.org), has the appropriate insurance coverage and business tax receipts. The Buyer will approve the contract and/or forward it to the Purchasing Director depending on contract type and expenditure amount prior to the execution of the contract. The Purchasing Director will work with the School Board Attorney and your school/department on any legal language changes and on all third party contracts.
14. After obtaining approval of the contract from the Buyer, send two original contracts signed by the vendor to the Buyer, who will log them into our database and forward them to the Buyer I for cataloging, obtaining Superintendent and Board Chair signatures as appropriate and ultimately scanning the contract into the database. An electronic signature by the vendor cannot be accepted as an original signature.
15. If the contract is \$50,000 or greater, the Department Head/Principal is responsible for submitting the agenda item and a copy of the signed contract to the Superintendent's Office prior to the agenda due date. The original contract should still be sent to the Buyer.
16. Business Plans are required when utilizing internal accounts and when the event's expenses meet or exceed the following amounts:

Elementary Schools:	\$5,000
Middle Schools:	\$10,000
High Schools:	\$15,000

Examples of events include but are not limited to: yearbook sales, fundraisers, proms, home comings, etc. Please submit the completed and signed Business Plan with your contract to the appropriate Buyer. After the Purchasing Director has approved your contract, she will approve your Business Plan and forward it, along with a copy of your contract to Pat Alderman in Finance for final approval. Buyers should keep a copy of the Business Plan in the Contract File. The Business Plan is posted on the Finance Department's Intranet site.